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SAN FRANCISCO
PUBLIC LIBRARY COMMISSION

The San Francisco Public Library Commission has not always printed its minutes in final form. For the disposition of draft minutes, where final or "approved" minutes are missing, consult the minutes of subsequent meetings

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San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102
Phone 415.557.4233, Fax 415.557.4240

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President

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Steven A. Coulter
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Fran A. Streets
Darian W. Swig
Commissioners

Regina Minudri
City Librarian

Michael Housh
Commission Secretary

NOTICE OF MEETING

The regular meeting of the San Francisco Public Library Commission will be held as follows:

DATE: Tuesday, June 6, 2000
TIME: 5:30 PM
PLACE: Koret Auditorium
Main Library, lower level

The meeting will be called to order

AGENDA*: **

1. APPROVAL OF THE MAY 2, 2000 MINUTES — ACTION
Presentation of, discussion of, and possible action to approve the Minutes of the regular Commission meeting of May 2, 2000.
Explanatory document: draft minutes

2. CITY LIBRARIAN'S REPORT — DISCUSSION
by Acting City Librarian Susan Hildreth
(This a discussion item is to allow the City Librarian to report on recent Library activities and make announcements)
This report will consist of: an update on the Ocean View opening, announcement concerning appointment of San Francisco's representative on the BALIS (Bay Area Library & Information System) Advisory Board, and notice of a Main Library closure in conjunction with Gay Pride Parade activities in the Civic Center.

3. COMMENDATORY RESOLUTIONS — ACTION
Presentation of, discussion of, and possible action to approve commendatory resolutions honoring retiring Library staff members.
Explanatory documents: text of the resolutions

4. SUMMER READING PROGRAM — DISCUSSION
Presentation of, discussion of, the Summer Reading Program.

5. BRANCH LIBRARY IMPROVEMENT GENERAL OBLIGATION BOND — DISCUSSION
Presentation of, and discussion of, the proposed Branch Library Improvement Bond Initiative and updates on bond-related activities, including but not limited to a report on the Capital Improvements Advisory Committee (CIAC) review and reports on the Library's series of public meetings on the proposed bond.

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6. MAIN LIBRARY POST OCCUPANCY EVALUATION (POE) REPORT DISCUSSION
Presentation of, and discussion of, an update on implementation of recommendations made in the POE.
Explanatory document:

7. LIBRARY OF CALIFORNIA/GOLDEN GATEWAY LIBRARY NETWORK CHARTER MEMBERSHIP ACTION
Presentation of, discussion of, and possible action to approve the Library's becoming a Charter Member of the Golden Gateway Network, a regional library network in California.
Explanatory document: draft resolution

8. EVENTS MANAGMENT RECOMMENDATIONS ACTION
Presentation of, discussion of Library staff recommendations regarding events management, and possible action to approve the continuation, termination or modification of events management activities.
Explanatory document: events management recommendations.

9. UNION REPORT DISCUSSION
(This item is to allow members of library labor organizations to report on employee matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's future consideration.)

10. NEW BUSINESS DISCUSSION
(This item is to allow Commissioners to introduce new agenda items for future consideration.)

11. PUBLIC COMMENT DISCUSSION
(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's future consideration.)

12. ADJOURNMENT (requires motion and public comment) ACTION

***Public comment will be taken before or during the Library Commission's consideration of each agenda item.**

****Explanatory documents: Copies of explanatory documents listed in this agenda, and other related materials received by the Library Commission after the posting of this agenda, can be obtained from the Office of the Library Commission, Main Library, 6th Floor and also, to the extent possible, will be available on the Library's website at http://sfpl.lib.ca.us/.**

5/30/00 - M.Housh, Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - Accessible Meetings Policy

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. late requests will be honored if possible.

A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 72 hours in advance of the need.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level, Koret Auditorium, except when otherwise noticed. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call 415/923-6142.

There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.

Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

Know Your Rights Under The Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact Donna Hall, Administrator, the Sunshine Ordinance Task Force, City Hall, Room 244 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4689 or at 415/554-7724 ph. 415/554-5163 FAX and website at Donna_Hall@ci.sf.ca.us. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.ci.sf.ca.us/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Attention: Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Admin Code secs. 16.520 - 16.534] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street #701, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us/ethics/.

Michael Housh, Commission Secretary
4/26/00

AUTHORIZING SAN FRANCISCO PUBLIC LIBRARY'S MEMBERSHIP IN THE GOLDEN GATEWAY LIBRARY NETWORK:

WHEREAS, the State of California has established the Library of California and seven regional library networks to improve library services on a state-wide and regional basis, and

WHEREAS, the Golden Gateway Library Network is a regional library network developing multi-type library services in the 14 counties of Northern California, including San Francisco, and

WHEREAS, the Golden Gateway Library Network will improve an individual library's access to other libraries' resources and to improve library technology and services throughout the region, and

WHEREAS, San Francisco Public Library perceives the public benefit in joining the Golden Gateway Library Network, and

WHEREAS, the San Francisco Public Library agrees to comply with all provisions of the Library of California Act and Regulations and conditions of membership within the network, and

WHEREAS, the San Francisco Public Library Commission agrees funding for library services should not be reduced as a result of network participation, and

WHEREAS, the San Francisco Public Library agrees that it will:

Share resources and services with other members of the Golden Gateway Library Network.

Provide resources and services for other members of the Golden Gateway Library Network.

Meet the minimum resource-sharing performance standards of the Golden Gateway Library Network, and

NOW, THEREFORE BE IT RESOLVED that the of the San Francisco Public Library Commission authorizes participation of the San Francisco Public Library in the Golden Gateway Library Network, and

BE IT FURTHER RESOLVED that of the San Francisco Public Library Commission authorizes the City Librarian to sign the Golden Gateway Library Network Membership Application Form.

WHEREAS, the San Francisco Public Library Commission is pleased to RECOGNIZE, HONOR and COMMEND the many significant contributions which Librarian II SALLY HOUSTON has made to the San Francisco Public Library over her thirty years of service with the Library; and

WHEREAS, the work SALLY HOUSTON has done to set up, manage and maintain the online periodicals database, manage the periodicals budget, and order subscriptions for all units throughout the Library system has provided the Library with an exemplary model of a well-run and efficient Periodical Processing operation; and

WHEREAS, the long and varied career of SALLY HOUSTON in the Main Library and in the Branches has exemplified the San Francisco Public Library's standard of excellence in public service; and

WHEREAS, the San Francisco Public Library Commission will RECOGNIZE Librarian II SALLY HOUSTON as a valued employee representing the high ideals of the profession of librarianship, personal character and teamwork; Now,

THEREFORE, BE IT RESOLVED that the SAN FRANCISCO PUBLIC LIBRARY COMMISSION in RECOGNITION and HONOR of her outstanding service over her thirty-year career with the Library, does hereby RECOGNIZE, HONOR, AND COMMEND

SALLY HOUSTON

WHEREAS, the San Francisco Public Library Commission is pleased to RECOGNIZE, HONOR, and COMMEND the many significant contributions which Assistant Chief of Branches and Librarian III DEBBIE CORNUE has made to the betterment of San Francisco's public library during her 29 years of service as an employee of the library; and

WHEREAS, the invaluable community service of DEBBIE CORNUE, a senior librarian with the San Francisco Public Library and citizen of the city, have significantly enhanced and improved library services to the community and neighborhoods served by the branch libraries; and

WHEREAS, the San Francisco Public Library Commission will SALUTE retiring librarian DEBBIE CORNUE, as an outstanding exemplar of the high ideals of professional achievement, personal character, and leadership at its regular meeting on June 6, 2000; now

Therefore, Be It Resolved that the SAN FRANCISCO PUBLIC LIBRARY COMMISSION in RECOGNITION and HONOR of her outstanding exemplary leadership and dedicated hard work as a member of the Staff of the San Francisco Public Library, do hereby RECOGNIZE, HONOR, and COMMEND

DEBBIE CORNUE

June 6, 2000

Status Report on Main Library POE (Post Occupancy Evaluation) Implementation

The Commission approved a framework to address POE issues in March 2000. This is a report-back on the staff's progress on those issues and implementation of POE recommendations.

Funding Issues: George Nichols, Finance Director, is primarily responsible for this area. On April 4, 2000, he reported to the Commission that the balance in the Library Improvement Fund available for Main Library projects was $3,980,165. George continues to monitor this fund closely and will prepare a supplemental appropriation from this fund when specific project priorities and costs have been thoroughly developed.

Building Close-Out Issues: Rich Walsh, Director of Operations and Maintenance, is primarily responsible for this area, but he works closely with his own staff and Ned Himmel, the Chief of the Main Library, on many issues. Rich has updated a listing of outstanding issues with the status of those issues, i.e., those having been completed, those needing design , those needing more information. Many of the outstanding issues have been addressed by the Operations and Maintenance Staff.

The Library is working closely with the Bureau of Architecture, Department of Public Works, to establish a team to work on POE projects. Staff has met with Tara Lamont, Bureau Manager, Peter Wong, Senior Architect and Michael Pierron, who will be working closely with Library staff on developing project designs. Priority projects for development include modification of the ramp into the Atrium at the Grove Street entrance to meet ADA requirements, modification of seismic joint to address moisture leakage, installation of handrails on various stairways throughout the building, modifications to fire doors in the Atrium and the Gallery and identifying corrections for doorstop problems.

The automatic window shade system is one that remains under warranty and is still not performing as anticipated. Rich Walsh and Ned Himmel have met with the manufacturer who has agreed to monitor the system closely. A telephone line is being installed so that the system computer here in San Francisco can be accessed by the company in New York. They will closely monitor the system and hopefully be able to recommend some modifications to programming.

Several other outstanding issues will be addressed through final close-out work with Hubert Hunt Nichols, general contractor on the project. Items include installing UV (ultraviolet) filters and mechanical shades on Atrium windows, installing a system to deter skateboarders on the exterior of the building and repairing signs that were improperly installed.

Brooks Hall: Susan Hildreth, Acting City Librarian, is primarily responsible for these issues, although many other staff are involved in Brooks Hall planning and activities. Compact shelving from the old Main Library has been installed in Brooks Hall and fencing is being installed to protect the archival collection. Materials have been shifted from the Main Library to the compact shelving to free up shelving in the Main so that better access to frequently used materials can be provided. Brooks Hall is paged daily by staff, so users can access material in Brooks. Susan Hildreth continues to meet with other departments, primarily the Department of Telecommunications and Information Services, to develop a program and plans for full utilization of Brooks. $5 million for tenant improvements to Brooks Hall has been included in the proposed library bond program that has been submitted to the Capital Improvements Advisory Committee for consideration.

Alternate Location for Technical Services: Vivian Pisano, Chief of Automation and Technical Services, and Rich Walsh, Director of Operations and Maintenance, are cooperating on these issues. Vivian has worked closely with her staff to identify space needs and will soon begin further work with Cy Silver, library consultant and former facilities planner for the California State Library. Mr. Silver will review staff information and develop a schedule of space requirements for Technical Services. Funds for the construction of a 20,000 square foot support services center have been included in the proposed library bond program. If the bond program does not go forward, Library staff will begin working closely with the Department of Real Estate to identify possible rental locations.

Way-Finding/Signage: Ned Himmel, Chief of the Main Library and Vivian Pisano are working closely on way-finding issues. Vivian is chairing a committee that is reviewing the on-line catalog in relation to directing users to the locations of items cited in the catalog. Ned Himmel and Marcia Schneider, Public Affairs Director, are working closely on signage issues. As mentioned previously, incorrectly installed signage is being repaired. Staff recommends that a signage consultant be hired to develop a master plan for building signage. We are working closely with the Bureau of Architecture to transfer funds to them so that they can assist us in issuing an RFP and selecting a qualified consultant. We anticipate that we would have a signage plan in place later this year.

An interesting way-finding opportunity has emerged for the Library. A start-up company, VIZIT3D.COM, has proposed making a 3D model of the Main Library that could be loaded on the Library's web page or accessed through a CD-ROM. Their work would be pro bono as they would like to create prototypes to demonstrate to potential clients. They are also offering to do such a model for City Hall. The product would serve as a guided tour of the building, both for remote users and patrons in the building using an Internet station. They are a fast-track on this project; and we would anticipate having a model by late summer.

Borrowers' Services/Atrium: Ned Himmel is primarily responsible for managing these issues. He is organizing a staff committee that will closely review all the recommendations regarding this area.

Collection Assessment: Both Ned Himmel and Roberto Esteves, Chief of Information and Resource Management, are working on this project. We have identified a service provided by OCLC, "Automation Collection and Analysis Services" (ACAS) that provides an electronic review of a library's collection as well as a comparison with the collections of a selected group of other libraries. We had allocated Public Library Fund monies for this project and are working closely with OCLC. We are developing, with the assistance of the Collection Management Committee, a workplan and timeline to prioritize this analytical effort and determine how it can be staffed.

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BE IT FURTHER RESOLVED that of the San Francisco Public Library Commission authorizes the City Librarian to sign the Golden Gateway Library Network Membership Application Form.

San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

Memorandum

To: Library Commission

From: Susan Hildreth, Acting City Librarian SH

Re: Events Management Program Recommendations

Date: June 6, 2000

Attached for your information is the "Library Events Management Report" that was prepared by Marilyn Smulyan and presented to the Commission at its April 4th, 2000, meeting. This report analyzed the events management program which has been managed for the Library by the Library Foundation since 1996. In summary, although the events program has provided increased access to the Main Library, a landmark City building, the program has not produced new revenue for the Library, which was its initial intent. In this report, Ms. Smulyan made a number of recommendations which staff has had the opportunity to review. I recommend that the Commission approve the following actions in relation to the Events Management Program:

1. Discontinue the current management agreement with the Friends and Foundation of the San Francisco Public Library, as of June 30th, 2000.

2. Discontinue rentals for after-hours, private events.

3. Continue the successful program of public use during open hours. During fiscal 1998/99, over 330 meetings/events were held, with over 12,300 people in attendance. These figures do NOT include programs sponsored by the Library and the Friends and Foundation in the building.

4. Continue to provide venues for filming activities. Existing staff in Public Affairs and Operations and Maintenance can manage these activities at this time.

5. Continue to allow occasional City-sponsored events, such as the U.S. Conference of Mayors, at cost.

6. Continue to allow events sponsored by the Friends and Foundation, at cost.

7. Request that the Board of Supervisors amend the Administrative Code so that the Library keeps any revenue earned from building uses and dedicates the use of those funds for improved maintenance of the Main Library and for purchase of replacement equipment that supports events.

Unless the Library is able to retain in a special fund the revenue generated by building uses, there is little incentive for rental of the building, as those revenues are used to offset the funds that are contributed to the Library from the General Fund. The establishment of a special fund would create an incentive for the Library to more effectively promote and utilize the spaces while adding to a fund that would support the maintenance of the building. If the special fund is created, staff would report back to the Commission on potential redirection or expansion of the events management program.

SAN FRANCISCO PUBLIC LIBRARY
LIBRARY EVENTS MANAGEMENT REPORT

With the opening of the new Main Library in 1996, Library officials and the Library Foundation entered into a management agreement regarding the use of the Library for private rentals. Since then, the Library has paid a management fee to the Foundation each year, and the Foundation has managed, marketed and supervised the use of the rental spaces during the hours the Library is closed to the public. The major purpose of this arrangement was to raise money for the Library.

Overall, rental of the Main Library has provided some benefits, but it has not produced new revenue. Private events have allowed the public increased access to one of the City's most important civic facilities, and event evenings have brought vitality and new life to the southeastern end of the Civic Center. The Library has also been a source of great civic pride when serving as the venue for major public events like the meeting of the U.S. Conference of Mayors in 1997. However, early income projections have not been realized and seem unlikely to be realized in the future.

Even if the program had produced new revenue, it would not have affected the Library's budget because of the way the City treats the anticipated revenue in the budget process. The Library's annual budget includes two major sources of City funds:

1. An allocation from the Library Preservation Fund which was created when the voters approved Proposition E in 1994. The Fund is a direct set-aside of City property taxes.
2. An additional contribution from the General Fund also required by Proposition E.

When the Library's General Fund contribution is determined, the amount anticipated in event revenue is considered part of that contribution. In effect, the required General Fund contribution is lowered by the amount the Library expects to earn from events. Regardless of how much money is generated from the events program – it could be $5 or $1,000,000 – the Library would receive the same amount of funding. The actual benefactor of any event revenue is the City's General Fund.

EVENTS: JUNE 7, 1996 – APRIL 1, 2000

	1995-96	1996-97	1997-98	1998-99	1999-00
Reception/Program	1	11	17	12	3
Filming	0	1	8	1	8

- Forty-four private reception/program type events and 18 filming events have taken place. In addition, two small events have just been booked for May.

RECEPTION/PROGRAM TYPE EVENTS

- Almost all of the reception/program events have been held on Friday, Saturday and Monday evenings, and the majority have started at either 6:30 or 7:00 PM

- The Latino/Hispanic Meeting Room and the Atrium have been used the most (32 events for the Meeting Room and 24 for the Atrium). The Meeting Room was used most often because it was included in all Atrium rentals for set-up, as well as being rented separately.
- Of the rental areas available, the ones used the least were the 6th Floor Terrace (3 events), Café (5 events) and 6th Floor Skylight (7 events).
- Most rentals have been to nonprofit, educational or civic organizations and to public agencies.

FILMING EVENTS

- The 18 filming events took place over 35 separate days.
- The biggest events included filming for the movie *City of Angles* in 1997, and five separate filmings for the television series *Nash Bridges.*
- The number and size of filming events varies significantly from year to year.

EVENTS MANAGEMENT PROGRAM REVENUE AND ESTIMATED EXPENSES

	1995-96	1996-97	1997-98	1998-99	1999-00	Total
Gross Revenue	7,500	95,850	131,750	58,700	64,750	358,550
Estimated Overtime Costs	1,965	20,254	23,707	23,761	6,971	76,658
Estimated Net Revenue	5,535	75,596	108,043	34,939	57,779	281,892
Management Fee	0	50,000	100,000	100,000	60,000	310,000
Estimated Yearly Revenue	5,535	25,596	8,043	(65,061)	*(2,221)	*(28,108)

*These estimates are through March 2000.

- As the table indicates, in the first few years the events program earned money; however, it resulted in a deficit in 1998-99; and, to date, there is a small deficit this year.
- Financially, filming activities are more beneficial than other types of events because all staff overtime costs are billed in addition to the fee charged. For all other events, staff overtime costs are considered part of the fee and have to be deducted to determine net revenue.
- There is a direct relationship between the size of the event and the proportion of the fee that is needed to recover overtime costs. Small events ($1,500 and under) average overtime charges amounting to 83% of the fee. Medium events ($2,500 - $5,500) average overtime charges amounting to 44.7% of the fee. Large events ($6,000 and above) average overtime charges amounting to 26.2% of the fee.

PROGRAM ANALYSIS

- There was a basic assumption underlying the development of the program that either San Francisco had an unmet need that the Library could fulfill, or that the Library would be such a desirable location that it would capture business from other institutions.
- Event managers interviewed during this study all said the market is quite competitive and most demands are being met – except for the holiday season and occasional special events. The one ongoing exception mentioned was a daytime demand for smaller spaces in the Civic Center.

- It is very difficult for the Library to be competitive. It is priced at the high end of the market and is not available during the hours that most events take place. The changes implemented this year in the Library's hours of operation have made it more difficult to rent the facility for large evening events. The earliest start time is usually one hour after closing and that is too late for many events. In addition, other venues are available earlier in the day for event set-up and preparation.
- If the Library could be competitive, it would take a considerable number of events to produce a significant return in revenue. Early program projections called for 52 events a year. That is more than three times the average number of events that occurred over the three busiest years. In addition, for the program to be profitable most events would have to be large events. It is not easy to integrate large events into the Library's public service schedule, and it is questionable as to whether it would be beneficial to attempt such an expansion of activity.

RECOMMENDATIONS

San Francisco's Main Library is a beautiful building that remains a source of great civic pride. Allowing private rental of the facility increases public access, generates political goodwill, and has the potential to earn some revenue. However, the current events management program is not a cost-effective approach. The following recommendations are presented for consideration – all of them intended to enhance the public image of the Library, earn a modest return and/or fill an unmet public need.

1. Continue to allow filming activities.
2. Continue to allow occasional City-sponsored events, at cost.
3. Continue to allow events sponsored by the Friends and Library Foundation, at cost.
4. Re-evaluate Library costs associated with events and charge sponsors for all event-related costs including Library staff time spent working on events during normal business hours.
5. Discontinue other private events and the current management agreement.
6. Consider allowing private rentals of Koret Auditorium during Library open hours. Currently, the Koret is underused and vacant for many blocks of time. During these periods it is locked and not available to the public, making it the one space in the Library that could be used without impacting public use of the Library. This recommendation is intended to provide a public service and meet a stated need. It should only be implemented if it can be done without having a negative effect on the Library's own public programs and public use of the auditorium.
7. Depending on the amount of activity expected, determine if there is an existing staff person who can oversee events or if it will require creation of a new position.
8. Ask the Board of Supervisors to consider an amendment to the Administrative Code that would allow the Library to keep any revenue earned from private rentals and dedicate its use for improved maintenance of the facility and purchase of replacement equipment.

BRANCH LIBRARY IMPROVEMENTS
BOND PROGRAM REPORT

5/1/00

BRANCHES	Year Opened	PROGRAM						COSTS				
		Seismic Upgrade	Disabled Access	Building Code Impacts	Modernization Improvements	Facility Expansion	New Building	Rehabilitation, Improvement & Relocation	Expansion	Site Acquisition	New Building	Totals
Anza	1932	✓	✓	✓	✓	✓		4,160,000	880,000			5,040,000
Bayview-A.E.Waden	1969		✓	✓	✓	✓		3,480,000	810,000			4,290,000
Bernal	1940	✓	✓	✓	✓	✓		5,020,000	490,000			5,510,000
Eureka Valley	1961	✓	✓	✓	✓	✓		4,050,000	820,000			4,870,000
Excelsior	1967	✓	✓	✓	✓			4,930,000				4,930,000
Glen Park	Rental						✓			1,790,000	2,990,000	4,780,000
Golden Gate Valley	1918	✓	✓	✓	✓	✓		4,940,000	730,000			5,670,000
Ingleside	Rental						✓			1,790,000	3,120,000	4,910,000
Marina	1954	✓	✓	✓	✓	✓		3,790,000	890,000			4,680,000
Merced	1958	✓	✓	✓	✓	✓		3,590,000	880,000			4,470,000
Mission Bay							✓			3,280,000	3,600,000	6,880,000
Noe Valley	1916	✓	✓	✓	✓	✓		4,230,000	660,000			4,890,000
North Beach	1959	✓	✓	✓	✓	✓		3,190,000	500,000			3,690,000
Ortega	1956	✓	✓	✓	✓	✓		3,300,000	760,000			4,060,000
Park	1909				✓			1,410,000				1,410,000
Parkside	1951	✓	✓	✓	✓			3,080,000				3,080,000
Portola	Rental						✓			1,790,000	3,120,000	4,910,000
Potrero	1951	✓	✓	✓	✓	✓		4,050,000	740,000			4,790,000
Presidio	1921				✓			1,640,000				1,640,000
Richmond	1914	✓	✓	✓	✓	✓		6,090,000	2,620,000			8,710,000
Sunset	1918				✓			1,610,000				1,610,000
Visitacion Valley	Rental						✓			2,110,000	3,450,000	5,560,000
West Portal	1939	✓	✓	✓	✓	✓		4,310,000	370,000			4,680,000
Western Addition	1966	✓	✓	✓	✓			3,660,000				3,660,000
System-wide Support Center							✓			5,250,000	9,580,000	14,830,000
Brooks Hall			✓	✓	✓			5,000,000				5,000,000
Total								75,530,000	11,150,000	16,010,000	25,860,000	128,550,000

Notes:
1. A ✓ means the Bond Program includes that particular category of work for that particular facility.
2. Bond Finance, Bond Counsel, City Attorney Fees, and other incidental City fees will be determined by the time the bond proposal reaches the ballot. The budget for these services will be incorporated in the final bond report document.

d:\branch_info.xls

CAPITAL IMPROVEMENT ADVISORY COMMITTEE

Request for large scale, long-term Capital Improvements Projects

DRAFT

Requesting Agency:	San Francisco Public Library	
Requesting Officer:	Susan Hildreth, Acting City Librarian	
	Signature	
	May 3, 2000 Date	
	415-557-4232 Telephone	415-557-4239 Facsimile
Secondary Contact:	Marcia Schneider, Public Affairs Director	
	415-557-4252 Telephone	415-557-4281 Facsimile
Project Name:	Branch Library Improvements Program	
Dollar Amount:		
CIAC Contact:	B. Rosenfield	415-554-6485 Telephone 415-554- Facsimile benjamin_rosenfield @ci.sf.ca.us

Public Finance Approval Receipt Date:

Planning Department Approval Receipt Date:

DPW Approval Receipt Date:

City Attorney Approval Receipt Date:

I. NEED FOR PROJECT

A. Does Project impact the City's ability to provide/maintain/initiate an essential City service? If so, please explain.

Yes, the branch library system provides an essential City service and this measure would allow the City to both maintain and improve it in its entirety. While the Main Library is often referred to as the heart of the system, it is the branch libraries that the public has always considered as the most essential part. In FY 1998/99, the San Francisco Public Library system had almost 6 million visitors and slightly over 4 million of those visits were made to neighborhood branch libraries. The branches serve many of the City's neediest residents because of their convenient locations throughout the City – particularly for children, senior citizens, and when accessible, those with disabilities. San Francisco schools rely heavily on branch libraries for basic library services and they provide school children with essential materials and a quiet place to study. For parents, they represent a safe place they can send their children to learn. For people on a low income, the branches frequently offer their only opportunity to access essential informational and educational materials. In FY 1998/99, 3.7 million materials circulated out of neighborhood branch libraries.

B. Is Project mandated by a court order or threat of a court order? If so, please explain.

Although the Project is not in response to a threat of a court order, it represents a continuance of the City's efforts to make its buildings seismically safe. Fifteen (15) of the branch libraries have seismic hazard ratings of 3 or 4, both of which are given a high priority for repair. Three (3) of the branches have a seismic rating of 4, which is the City's highest priority rating. The Project also represents the Library Commission's commitment to fully comply with the accessibility improvements required by the Americans with Disabilities Act.

C. Are any regulatory (City Charter, State Lands Commission, BCDC, RWQCB, etc.) issues triggered or approvals required to proceed with the Project?

It is not anticipated at this time that the Project would trigger any regulatory issues.

D. Identify all quantifiable and non-quantifiable Project benefits.

Increased public safety

- The Project will reduce the seismic risk to occupants of 15 City buildings to a point where structural and non-structural hazards would present a low life safety hazard to occupants during a major earthquake event.

- The Project will mitigate or abate hazardous materials, such as asbestos and lead paint.

Increased accessibility

- The Project ensures that accessibility for persons with disabilities is improved in 17 City buildings to conform to current requirements as defined by the Americans with Disabilities Act (ADA).
- Replacement of the four out-dated rental library buildings with new City-owned facilities will assure the public that the city intends to maintain the entire branch library system as is required by Proposition E that was approved by the voters in 1994.

Improved infrastructure

- The Project provides rehabilitation improvements that will make necessary repairs, modernize and extend the useful life cycle of 19 existing City buildings.
- All 17 buildings that undergo extensive repairs will be upgraded to current building codes.

Improved public service

- All renovated and new branch libraries will allow for the addition of modern telecommunications equipment and facilities for public use.
- A new branch library in Mission Bay will extend the convenience of branch library service to the newest San Francisco neighborhood.
- Thirteen branch libraries will be expanded and allow for increases in services and programming for children.

II. PROJECT DESCRIPTION

A. Present a brief synopsis of the Project which describes the following:

A1. Nature of the Project.

This bond program requests voter approval of the City and County of San Francisco in November 2000 for $126.15 million for the rehabilitation of nineteen (19) branch library buildings, the construction of five (5) new branch library buildings, the construction of a new system-wide support center, and tenant improvements to Brooks Hall.

This bond proposal continues the implementation of San Francisco's long-term strategy, initiated in 1987, to reduce seismic risk in City-owned facilities that may experience partial or total collapse during a major earthquake. The City has adopted ATC14 seismic engineering criteria in evaluating the condition of City-owned buildings. In applying such criteria to branch libraries, a major earthquake for the purposes of this report is defined as seismic event of approximately magnitude 7.0 on the Richter Scale within twenty (20) miles of San Francisco.

A.2 Current utilization of the Project, if any.

The San Francisco Public Library system consists of 1 Main Library and 26 branch libraries serving every neighborhood in the City. Of the 26 branches, 21 are housed in City-owned buildings while 5 operate in leased private property.

In June 2000, a new City-owned facility will replace the Ocean View Branch currently operating in leased property. That would leave 4 remaining branches – Glen Park, Ingleside, Portola, and Visitacion Valley – operating in leased facilities.

Of the 21 City-owned branch buildings, 5 were seismically renovated and made code-compliant with the other 16 branches have undergone only required maintenance and repairs since their original construction. From 1990 through 1998 the City completed the renovation of 5 Branches – Park, Presidio, Sunset, Chinatown, and Mission which were partially funded under the City's 1988 Proposition A.

The City completed building evaluation studies on 10 branches in 1995, and assessed the condition of the remaining 6 branches in the Spring of 2000 under the City's 1990 Proposition A – Earthquake Safety Bond Program Phase 2 (ESP2). These studies focused on building improvements related to seismic strengthening, building code upgrades, accessibility and hazardous materials abatement. The most significant findings of these studies are:

- 15 of the 16 non-upgraded branches have a hazard seismic rating (SHR) of 3 or 4, making them subject to partial or total collapse during a major earthquake.
- All 16 branches require upgrades to electrical. mechanical and data systems infrastructure.
- Most of these facilities are not fully accessible, do not provide accessible restrooms, or other public amenities. This includes 9 that prevent disabled access to one or both floors.
- The required seismic and access work alone would trigger major code upgrades not feasible to accomplish with current maintenance funding levels.

The Need for the Program

With the advent of the digital age, and an increasing demand for services from each neighborhood, the library system must provide facilities that meet modern technological needs and allow access to up-to-date information in spaces that respond to community demands for learning and connectivity on both a world-wide and neighborhood level. To do this well requires both extensive electrical work and a reconfiguring of space in some of the branches. Flexible "multi-purpose" rooms that can facilitate a variety of program activities will replace areas that are currently limited, by design, to specific uses.

The branch library improvement bond program offers a unique opportunity to create library facilities that meet modern technological needs while encouraging community learning and youth programs in all branches. As part of this bond program, the Library will conduct a concerted planning effort, as was done in the Chinatown and Mission Branches and the building of the new Ocean View Branch, with the community to reach consensus on programmatic criteria, services, potential uses, technological needs, and space requirements, for each individual branch. This effort will result in a specific capital improvement plan for each branch that meets community needs and is born from a vision unique to the San Francisco Public Library system.

There are 16 branches, built from 1914 to 1967, that have not undergone any major remodel since their original construction. Their condition shows outdated electrical and mechanical systems, barriers to disabled access, lack of data line infrastructure, and presence of hazardous building materials. When combined with the seismic deficiency data for 15 of these branches, a system-wide program to upgrade and rehabilitate these buildings makes sense.

There are 3 additional branches – Park, Presidio, and Sunset – in need of programmatic improvements and major rehabilitation work. Although seismically stregthened, these facilities did not have any major work done to some of its building components such as programmatic improvements such as reconfiguration of existing spaces for programs and computer labs. This involves the introduction of modern electrical and data infrastructure currently lacking in these facilities.

With regard to the four branches currently housed in leased private property, not including the Ocean View Branch Library being replaced by a City-owned facility in June 2000, the Library system cannot rely on the future availability of these private sites to operate its branches. The City's Proposition E already requires the City to maintain a minimum of 26 branches open – including these four. Therefore, the construction of five new branch library buildings if proposed as the only reliable way to continue uninterrupted delivery of library services as mandated by the voters in Proposition E.

The branch library improvement bond program offers a unique opportunity to cerate library facilities that meet modern technological needs while encouraging lifelong learning and youth programs in all branches. As part of this bond program, the Library will conduct a series of community presentations and workshops to reach consensus on more detailed programmatic criteria, services, potential uses, technological needs and space requirements for each individual branch. This effort will result in a specific capital improvement plan for each branch that meets community needs and is born from a vision that is unique to the San Francisco Public Library system.

A.3 Proposed Utilization of the Project upon full completion.

Rehabilitation and Improvements to Existing Branches

The City has been systematically collecting data on the condition of branch libraries for over a decade. The Department of Public Work's "Condition Assessment and Monitoring Surveys" (CAMS) have uncovered a number of deficiencies in each of the buildings. These surveys cover issues such as condition repairs, code deficiencies, the presence of hazardous building materials, disabled access barriers and operating and maintenance items required for each building.

Most of the existing City-owned branch library buildings covered under this bond program require seismic strengthening, accessibility improvements, mechanical and electrical upgrades, are too small for their current use and service load and suffer from deferred repairs and maintenance. In some cases, expansion of existing facilities will be required to recoup area lost as a result of seismic and access improvements. This chart entitled "*Summary Program Alternate Scope of Work*" in Question B.2 summarizes the scope of work required for each branch in response to these conditions.

The Library needs to respond to an increasing community demand for flexible, multi-purpose rooms that would encourage youth programs and facilitate community learning opportunities. The advent of the digital age has made telecommunication network infrastructure a necessary component of the modern San Francisco Public Library. Under these conditions, the most cost effective strategy for rehabilitating branch libraries it to combine the integration of telecommunications networks with the creation of flexible spaces to suppor the various library programs offered to the community.

A unique layout will be required for each branch library building while responding to the same overall rehabilitation program criteria. As a result, site constraints, circulation volume, population being served, hours of operation, and staffing requirements will all play a role in determining the need to renovate, replace or expand a particular branch.

New Branches

The City currently operates four branches in leased private property in the following districts: Glen Park, Ingleside, Portola, and Visitation Valley, and Ocean View. In June 2000, the Ocean View Branch wil be replaced with a City-owned facility. This wouldl eave the Library operating 4 of its branches in rented facilities.

The Library is committed to providing continuing services to these neighborhoods. For that reason, the Library sees finding a permanent home in City-owned property for each of these facilities as the best alternative to ensure long-term library services to the neighborhoods. The current leased facilities are not well suited for the programs and services the public demands of its modern branch libraries. The limited types of improvements that the Library can make in leased property are far less flexible than the creation of new modern facilities envisioned in this bond program. Furthermore, by investing in City-ownership of its branch libraries, the City can divert the money currently used for rent to much better uses such as improvements to collections, materials, and programs for the benefit of the public.

Under this bond program, the construction of five (5) new branches is proposed to replace four (4) branches in private property (Glen Park, Ingleside, Portola, and Visitacion Valley) and to add one (1) branch for the new Mission Bay neighborhood.

For each of these branches, sites will be acquired and the required planning process will be followed before construction can commence. Programmatic criteria borne from that process would be an example of the Library's vision for services and programs available in all branches. By creating permanent, City-owned facilities in five neighborhoods, San Francisco would remain faithful to Proposition's E mandate for decades to come. Finally, by building these new branches, the City would be acting on its commitment to serve each San Francisco neighborhood.

System-Wide Support Center

Currently, all Library system-wide support functions are housed in the Main Library. At the beginning of this year, a post-occupancy evaluation (POE) of the Main Library was completed. One of the recommendations in that report was that the Library relocate some of these support functions to a location outside of the Main Library. This relocation would free up space in the Main Library to be dedicated to public service and housing the materials collection.

The POE states "Relocate Technical Services to an off site location where it can serve the entire library system more effectively and more space can be provided for its critical staff functions. Technical Services has large amounts of staff who need daylight at their workstations as well as room to move large amounts of material between desks and delivery dock." It further states "Departments and services which function in support of the library system as a whole can be relocated to a System-Wide Support Center. Several of these functions require excellent delivery and vehicular access. The Departments which the consultants recommend be considered for off-site accommodation include Delivery Services, Technical Services, Automation Services, Personnel, Finance, the Friends and Foundation and Administration."

A new support center would be built to serve as a materials distribution center for the entire library system. All new materials would be delivered to the center to be processed for use in the Main and branch libraries. The center would become a "switching station" for all the materials that move through the Main Library and the 27 branches. Other functions to be part of the support center include the Collection Management Office, the unit responsible for materials acquisition; Delivery Services, the unit which moves all types of materials through the library system; Branch Administration, the unit which manages all branch services and activities; and Outreach Services, including bookmobiles serving children and adults.

Tenant Improvements to Brooks Hall

Brooks Hall is an underground facility that can be reached by vehicle beyond the library's loading dock and by pedestrian connection from Bill Graham Auditorium. It was originally designed as an exhibition space but has not been used for some years. Brooks Hall is currently being used by the Library as an auxiliary storage area to the Main Library and houses both library materials, equipment, and supplies. It is also used as a staging area for various building projects in the Main Library and in the branches. Brooks Hall has a seismic hazard rating (SHR) of 1, and constitutes the largest unused single space open in Civic Center.

Other departments also use Brooks Hall, primarily for storage space. The recent post-occupancy evaluation (POE) of the Main Library strongly recommended that the Library be granted use of all Brooks Hall space for a city archive. "... the best use for Brooks is as a type of storage/archival facility because investment to bring it up to Class A Office space or public space is extensive. If, however, the building could be utilized for archival and less used material, the cost of upgrading the building is fairly modest for the amount of space it yields."

The City has done much planning regarding potential uses of the Civic Center Plaza area. including Brooks Hall. Possible uses of Brooks Hall include a public access television studio, a technology business incubator site, computer lab for employment training, archival storage of records and videotapes as required by the new Sunshine Ordinance as well as other possibilities. The Library is working with other interested City Departments to develop a collaborative program for Brooks Hall that could accommodate a variety of uses.

The library tenant improvements to the underground Brooks Hall will allow this facility to hold limited collections and specialized services such as the City Archive. Public access to this facility would be from Civic Center Plaza. The space requirements for the storage and collection of books and other documents makes Brooks Hall an ideal building for this type of use.

II.B If this Project is construction or renovation of a building structure, present a defined scope of work associated with structural aspects of the Project and include the following:

B.1 'End-user'/functional problems and the facility problems to be addressed by the Project.

Seismic Upgrades

The Department of Public Works has successfully completed major seismic retrofit projects at five (5) branch libraries. Seismic assessments done on the remaining branches show that fifteen (15) of the remaining (20) branch library buildings have seismic hazard ratings (SHR3 or SHR4).

All (15) seismically deficient branch library buildings are recommended for seismic upgrade under this program based on the following criteria: 1) buildings are rated as having a SHR of 3 or 4; 2) the continued operation of the program services at these facilities is a high priority for the responsible department; 3) the cost of each proposed project is too large to fund out of the annual Capital Improvements Program of the General Fund; and 4) the total cost of this proposal represents a prudent next step in San Francisco's commitment to progressively address its outstanding seismic deficiencies.

Rehabilitation and Improvement Projects

It is the goal of this program to determine cost effective solutions to allow the Library to continue delivery of its program and services in buildings that are functional, seismically safe, accessible, and code compliant. While the City has identified the deficiencies for the majority of the branch buildings, further detailed analysis during the programmatic phase of each project will determine the final scope that fits within the overall program budget. Therefore, the following criteria have been established to make the decision making process consistent with proven City policy and common fiscal sense.

- If it is determined that the cost of renovations to meet the rehabilitation and seismic safety objectives exceeds 70% of the replacement cost of a facility, and provided the project conforms to State and San Francisco historic resource preservation policies, the project may include new construction to replace all or part of the facility.

- Replacement of existing buildings will be determined on a case by case basis during the project planning phase using the above criteris, and if rehabilitation is deemed not feasible from a fiscal policy perspective.

Examples of rehabilitation and improvement scope includes, seismic retrofit, disabled access, building code impacts, hazardous materials mitigation, library rehabilitation and relocation of program activities that are impacted by the retrofit construction project. The detailed project scope may include improved or expanded functional work and service environments, mechanical system upgrades, electrical system upgrades, roof replacement, and other building repairs.

Examples of facility expansion include the need for larger reading and program areas, computer labs, restrooms, elevator lobbies, office space, and mechanical rooms. In some cases expansion is required to recoup the space lost to access improvements sucn as ramps, elevators and restrooms.

New Branch Libraries

New City-owned facilities are proposed to replace the following four branches currently operating on private property: Glen Park, Ingleside, Portola, and Visitacion Valley. In addition a fifth new branch is proposed to be located within the new Mission Bay neighborhood.

The process for identifying, selecting, acquiring, and developing sites for these five branches can take three to five years depending on many factors including lot size, proximity to public transportation, site access, environmental concerns, and architectural constraints. However, by creating a public involvement process, such factors can be assessed in an open forum and with public buy-in. Ideas for program components can be elicited at the programmatic phases of the project resulting in facilities that respond to community needs and provide for community services tailored to the particular neighborhood.

The new branch libraries are expected to take advantage of new technologies and are a good way to respond to modern needs of each neighborhood. Flexible open spaces would allow the library to support a number of program activities serving a wider customer base with different needs. Computer labs and lifelong learning activities would bring people of all ages to the library in a modern environment.

System-wide Support Center

A new support center would serve as a materials distribution center for the entire library system. All new materials would be delivered to the center to be processed for use in the Main and branch libraries. The center would become a "switching station" for all the materials that move through the Main Library and the 27 branches. In addition to Technical Services, functions that could be housed at the Support Center include: the Collection Management Office, the unit responsible for materials acquisition; Delivery Services, the unit which moves all types of materials through the library system; Branch Administration, the unit which manages all branch services and activities; and Outreach Services, including bookmobiles serving children and adults.

Because the Support Center's primary function is for offices and work space, the new building would need to incorporate a quality office environment, a flexible layout and infrastructure to support high-speed connectivity. The building would be a one or two-floor structure with easy access to exterior parking, delivery, and loading dock areas.

Tenant Improvements to Brooks Hall

Tenant improvements to the underground Brooks Hall facility in Civic Center, will allow this facility to house limited collections and services such as the City Archive. Public access to this facility would be from Civic Center Plaza. The space requirements for the storage and collection of books and other documents make Brooks Hall an ideal building for this type of use.

Long-term utilization of Brooks Hall will require upgrades to the HVAC, electrical and lighting systems, asbestos abatement, provision of disabled access, fire exits and sprinkler systems, provision of public accessible restrooms, and creation of enclosed, finished and temperature-controlled spaces for offices, reading areas and the archival collections.

A separate HVAC system would be needed to be provided for portions of the collection that require special temperature control.

Public access would be provided through Bill Graham Auditorium by retrofitting an elevator and remodeling a ramp, which connects Brooks Hall under Grove Street. Although Brooks Hall has a seismic hazard rating (SHR) of 1 and is completely below grade, seismic review will be required to ensure that the building meets current code for its new intended use.

A preliminary 1997 study commissioned by the Department of Public Works estimated the cost of upgrades to Books Hall at approximately $7 million. Subsequently, the 1999 Post Occupancy Evaluation of the Main Library estimated these upgrades at a cost of $10 million.

The Library wishes to work cooperatively with other City Departments interested in Brooks Hall. A variety of funding sources would be required to complete the upgrade of Brooks Hall. Because the Library anticipates that it would use at least 50%, if not more, of the space in Brooks Hall, $5 million is proposed as the Library's contribution to Brooks Hall upgrades.

B.2 Comparison of existing structural/site conditions and proposed conditions (if improvements are contemplated by the Project) as listed below:

The following two tables illustrate the existing and proposed program square foot area per site as well as the scope of work envisioned for each of the (26) sites included in the **Branch Library Improvement Bond Program**, which is enclosed.

Program Site Area Summary
(Rough Square Feet)

No.	Facility Name	Current Street Address	SHR	Existing (SF)	New (SF)	Proposed (SF)
1	Anza	5075 3rd. St.	3	7,228	1,446	8,674
2	Bayview	550 37th. Ave.	2	6,467	1.285	7,712
3	Bernal Heights	500 Cortland Ave.	3	8.063	806	8,869
4	Eureka	3555 16th. St.	3	5,587	1.397	6.984
5	Excelsior	4400 Mission St.	3	8.302	0	8,302
6	Glen Park	653 Chenery St.	N/A	0	6,000	6,000
7	Golden Gate	1801 Green St.	3	5,985	1,197	7,182
8	Ingleside	387 Ashton Ave.	N/A	0	6.000	6,000
9	Marina	1890 Chestnut St.	4	6,317	1.579	7,896
10	Merced	155 Winston Drive	3	5,375	1.344	6,719
11	Mission Bay	TBD	N/A	0	7.200	7.200
12	Noe Valley	451 Jersey St.	4	3,703	741	4,444
13	North Beach	2000 Mason St.	3	5,097	903	6,000
14	Ortega	3223 Ortega St.	3	4,752	1,188	5,940

15	Park	1833 Page St.	Upgraded	8,800	0	8,800
16	Parkside	1200 Taraval St.	3	5,850	0	5,850
17	Portola	2450 San Bruno Ave.	N/A	0	6,000	6,000
18	Potrero	1616 20th. St.	3	5,557	1,111	6,668
19	Presidio	3150 Sacramento St.	Upgraded	11,388	0	11,388
20	Richmond	351 9th. Ave.	4	9,300	4,650	13,950
21	Sunset	1305 18th. Ave.	Upgraded	8,576	0	8,576
22	Visitation Valley	45 Leland Ave.	N/A	0	7,200	7,200
23	West Portal	190 Lenox Way	3	6,143	614	6,757
24	Western Addition	1550 Scott St.	3	7,143	0	7,143
25	Support Center	TBD	N/A	0	20,000	20,000
26	Brooks Hall	Civic Center	1	0	35,000	35,000
	Totals			129,593	105,661	235,254

Summary Program Alternate Scope of Work per Facility

	Rehabilitation Improvements	Seismic Upgrade	Building Code Impacts	Disabl. Access	Facility Expansion	New Building
Anza	X	X	X	X	X	
Bayview	X		X	X	X	
Bernal Heights	X	X	X	X	X	
Eureka	X	X	X	X	X	
Excelsior	X	X	X	X		
Glen Park						X
Golden Gate	X	X	X	X	X	
Ingleside						X
Marina	X	X	X	X	X	
Merced	X	X	X	X	X	
Mission Bay						X
Noe Valley	X	X	X	X	X	
North Beach	X	X	X	X	X	
Ortega	X	X	X	X	X	
Park	X					
Parkside	X	X	X	X		
Portola						X
Potrero	X	X	X	X	X	
Presidio	X					
Richmond	X	X	X	X	X	
Sunset	X					
Visitation Valley						X
West Portal	X	X	X	X	X	
Western Addition	X	X	X	X		
System-Wide Support Center						X
Brooks Hall	X		X	X		

B.3 Describe alternatives, i.e. repair, renovation, replacement, modernization, etc.

In considering alternative capital improvement solutions for each of the branch libraries and associated facilities, the following criteria were used:

1. All seismically deficient buildings would be strengthened from a seismic hazard rating of 3 and 4 to a seismic hazard rating of 2 or 1.
2. All branch facilities would be made accessible.
3. The architectural character of historically significant buildings would be preserved.
4. Expansion of branches would be tied to accessibility improvements or the space requirements to create program enhancements.
5. Replacement of existing branches would be considered feasible when the cost of improvements exceeds 70% of the replacement value.

The enclosed **Branch Library Improvement Bond Program Report** describes the project scope for each building site. These sections typically have sub-sections that include:

1. Background
2. Seismic retrofit construction work scope
3. Disabled access improvements triggered by the seismic work
4. Building code impacts of the seismic work
5. Hazardous materials mitigation (such as asbestos and lead)
6. Rehabilitation/Modernization improvements necessary to support service delivery or expand community programs
7. Departmental and relocation impacts, if applicable.

B.4 Requirements for phased implementation or continuing operation of the Project.

Program Schedule

A detailed schedule for each individual project will be developed during the programming phase after funding is approved. The final program schedule may modify the "preliminary" schedule. The schedule for the program includes two majors phases:

1. A planning, design and bid phase includes preliminary and final design preparation, bid documents, and contractor selection and approval during the City bid process.
2. A relocation and construction phase provides for temporary or alternate facilities, where required, by construction scope planned to minimize interruption of

services to individual neighborhoods. This is followed by a 12 – 24 month constuction period.

Schedule Phasing Criteria

The Library has developed the following scheduling criteria used in prioritizing the work:

1. All buildings rated with a seismic hazard rating (SHR) of 4 will be renovated first. Buildings rated SHR3 will be renovated during subsequent phases.
2. A maximum of 4 branch libraries would be relocated or closed at one time. This would allow the Library to effectively manage the renovation of branch buildings without resulting in an undue burden on managing the ongoing library program.
3. Renovations will be distributed geographically throughout the various neighborhoods of the City to minimize the impact on the delivery of services to any area of the City. For example, the renovation of the Parkside Branch will be included in the first phase to handle the anticipated additional user load during the subsequent renovations of Anza and Ortega branches.
4. The Library system is composed of a range of libraries providing services, from fairly large "resource" branches, to much smaller neighborhood libraries. Except for some minor project overlaps. the program schedule would allow for only one "resource" branch to be closed at any one time for renovation.
5. The Library would relocate 4 branches currently operating in leased sites into new City-owned buildings.. A new branch building is also being planned in Mission Bay. The property for these facilities will be acquired in the first or second phases of the program. as soon as appropriate sites are identified. The site acquisition process will require that the new building projects be deferred to the latter part of the program schedule.
6. The Library is planning to apply for Proposition 14 (State Library Construction and Renovation Bond Act) funds for several projects, if required local matching funds are available. Proposition 14 funds will be awarded on a strictly competitive basis and are not guaranteed. The application cycle for those funds is anticipated to begin no earlier than Fall 2001. The schedules for projects funded by Proposition 14 monies may be subject to State regulations.

III. PROJECT CONSISTENCY WITH GENERAL PLAN (ALL DEPARTMENTS MUST CONTACT THE PLANNING DEPARTMENT REGARDING THE RESPONSE TO THIS SECTION).

A. Is the nature and scope of the Project consistent with the City's General Plan?

The Project is generally consistent with the City's General Plan. The Project includes 26 separate renovation or new construction projects. As each project is developed, all required planning processes will be followed. All projects will be developed so as to be consistent with the City's General Plan.

B. Are there any statutory requirements that may need to be satisfied later in the process?

The Library does not anticipate any statutory requirements that would be required by this bond measure. If the Library is able to successfully compete for the California Library Construction and Renovation Bond Act (Proposition 14) funds, projects partially funded by Bond Act funds may trigger certain requirements specified by Bond Act regulations.

IV. PROJECT COST CONSIDERATIONS

A. Sources and Uses of Project Funds.
Please see Attachment A.

B. For construction projects, please include a CIAC Model Construction Budget as an appendix to this Request. Please see Attachment B.

C. Estimate any required annual payments (debt service, building rent, O&M, etc.)

Debt service costs for the bonds will be handled through the bond program and will not be supported through the Library's operating budget.

Currently, the Library spends $229,000 annually for leased facilities. As new City-owned branch libraries come on line, these lease charges would be redirected to support other needs within the Library budget. Most current leases are either month-to-month or five-year term so the Library has the flexibility to make a smooth transition from leased facility to owned facility. Depending on the timing of projects, lease buy-outs may be required, but the Library is anticipating those situations as current leases are negotiated.

Because some facilities would be expanded and several additional facilities would come on line (Mission Bay, System-wide Support Center, Brooks Hall), some additional operations and maintenance costs would be incurred. Because many facilities would be renovated, the significant amount of money, $530,000 annually, that is now spent on deferred maintenance could be redirected to cover additional operating costs. The Library's operating budget would support any additional costs not covered by savings from current deferred maintenance expenses.

D. **Provide a strategic analysis of the long-term capital needs for the Project.**

The Project addresses the long-term capital needs for the branch libraries well into the 21st century. Because the City is at a point where its population is relatively stable and much of its development has been planned, it is not anticipated that there would be a significant need for additional branches unless the development patterns of the City change dramatically. San Francisco loves its neighborhood branches; and the Library has developed a service strategy of fairly small, neighborhood facilities that are distributed throughout the City. An alternate service strategy of fewer, but larger facilities does not appear to meet the needs of our citizens. The adoption of a radically different service strategy could impact long-term capital needs of the Project, but it is not anticipated that such a service strategy change would meet the expressed needs of San Francisco library users.

If the Project can be accomplished as proposed, the investment that would be made now in the physical infrastructure of the branch library system would last for many years. The elements of the Project that are new construction would be built with the most durable materials and flexible building systems available. It would be incumbent upon the Library to carefully maintain these new facilities. The older facilities, even though they would undergo renovation, would need constant care and attention to maintain this investment. With careful monitoring and maintenance of the older facilities, it is anticipated that maintenance needs could be addressed through the Library's operating budget. At some point in the future, some of the oldest buildings may need to be replaced due to sheer deterioration from age and environment. It is not anticipated that this need would occur until the second half of the 21st century.

E. **Describe the impact of the Project on the department's operating costs including program staffing, facilities staffing, and operations and maintenance of buildings.**

The Project will have a minimal impact on the Library's operating costs.

Program Staffing: Most of the proposed projects are renovations or replacements of currently existing facilities that are already staffed and would not impact staffing. The only significant impact on staffing would be the addition of the staff for the new Mission Bay Branch. Assuming a 6-7 day/week service schedule, there would be 6-8 new FTE staff required. The expansion of the Richmond Branch may impact staffing needs. This will be a major consideration in design and we will do everything possible to keep any additional staff needs at a minimum.

Facilities Staffing and Operations and Maintenance: Costs for project management are included in the bond. Once all projects are completed, the Library may require the addition of a limited number of facility, custodial and engineering staff. This staff is shared system-wide and the actual impact won't be known until all facilities are completed. Although staff will be needed to maintain new facilities, it is anticipated that some of the current workload will be reduced when all facilities are rehabilitated and modernized. The upgrading of the facilities in terms of mechanical, structural and electrical systems should lessen the necessity of constant and short-term repair that is the current situation and is costly for the Library.

V. DESCRIPTION OF SOURCES AND USES OF FUNDS

A. Provide a description of all sources of project funds listed in Section IV, Item A.

Cash from reserves, dedicated funds: The Department of Telecommunications and Information Services has obtained funds that have been allocated for accessibility improvement for Brooks Hall. $300,000 has been allocated from Community Development Block Grant funds and $200,000 from the Capital Improvement Fund.

Federal, State Monies/Grants/Programs: None.

Public Contributions: The Friends and Foundation of the San Francisco Public Library is very supportive of this bond proposal and is planning to mount a capital campaign with a fund-raising goal of $15 million. These funds would be used to support the furniture. fixtures and equipment (FFE) that cannot be included in the bond.

Bond Proceeds – ESP2: Originally, the Richmond Branch Library seismic improvements were to have been funded from the Earthquake Safety Bond Program Phase 2 (ESP2). Although funds authorized in the bond were not sufficient to complete the Richmond project, $2.4 million of that fund is allocated for seismic improvements at the Richmond Branch Library and can be used to fund that specific project.

Bond Proceeds – Branch Library Improvements: The proposed bond program will primarily support all project costs. These funds represent the proceeds from various bond sales, if the bond measure is approved by the voters.

B. Explain the basis for all project uses listed in Section III, Item A. Provide details on all project costs. Describe in detail any comparable cost analyses that have been performed, any contingency costs that have been assumed, etc. Describe the provisions that have been made if final costs are in excess of all available funding sources.

The basis for all project uses is information that has been developed by the Mayor's Office of Public Finance as well as by the Department of Public Works. The greatest share of the uses of project funds relates to the branch library improvements. The background for all project costs is documented in detail in the **Branch Library Improvements Bond Program Report**, which is enclosed. Comparable cost analyses will be done for projects in which replacement of facilities may be more cost-efficient that renovation. Contingency costs have been included in the project costs.

If final costs are in excess of all available funding, sources of additional funding may include the Library's operating budget and private contributions. Because the potential funding from these sources is limited, project priorities would be reviewed in light of available funding. The top priorities of the Library and the Library Commission are seismic safety and disabled access, and electrical upgrades to facilitate technology .

C. **Describe all sources of funds for annual payments (listed in Section IV, Item C) and impact to department's budget once adopted.**

Debt service costs for the bonds will be included in the bond program. As stated in Section IV, Item C and Item E, we project that additional costs from the Project can be supported by the Library's operating budget. The Library is funded uniquely in that it receives a dedicated share of the City's property tax which is matched by an annual contribution from the General Fund, which was authorized by Proposition E approved by voters in 1994. The Library's 1999/2000 budget appropriation is $46,066,005. Please see Attachment C for further detail on the Library's operating budget.

VI. DESCRIPTION OF ALTERNATIVE FUNDING MECHANISMS

A. **Please summarize any other funding mechanisms that were considered for financing this Project. Describe the benefits and detriments.**

Possible Project financing options that were considered included General Fund, Revenue Bonds, Federal funds, State funds, Department (Proposition E) funds, Library Improvement Fund and Private funds.

General Fund: Using the City's General Fund to finance ~~$128~~ $120.15 million in capital improvements over the next ten years would put a strain on resources and services provided by other City departments. Although this method would not put a burden on the individual taxpayer, the impact on other City programs would be detrimental. The General Fund recently did support the Ocean View Branch Library, with support of about $2.5 million, but the magnitude of the bond program would not facilitate General Fund support.

Revenue Bonds: Using revenue bonds would mean using Library and other Department revenues to support this program, which would shift priorities for the Library and other departments and impact ongoing programs. As with the General Fund, this method would not put a burden on the taxpayer, but would have detrimental service impacts.

Federal funds: From the 1960's through the late 1990's, federal funds administered through the California State Library were available for library construction (Library Services and Construction Act Funds). In fact, these funds were used as recently as the Mission Branch Library renovation. Unfortunately, under a recent re-authorization of the Library Services Act, funding for library construction projects was eliminated

State funds: The California Library Construction and Renovation Bond Act (Proposition 14), was approved by the voters in March 2000 and provides $350 million statewide for library construction and renovation. The bond funds will provide 65% of project costs while the local jurisdiction must provide 35%. Funds will be awarded through a competitive statewide process; and, although San Francisco will apply for funds and may have some projects funded, this is not an assured funding source. Also, San Francisco must be able to certify that the 35% required matching funds are available at the time of application; and, if approved, the bond funds would be used to certify this match. It is anticipated that the application cycle will begin in Fall 2001.

Department funds: The Library is funded in a manner that is not similar to other City departments. In 1994, the voters approved Proposition E, a charter amendment that allocated a specific share of the property tax for library purposes, and required the General Fund to match that property tax share based on a specific formula. Although Proposition E funds can be used for capital expenses, their primary purpose is to provide funding for staff and materials purchases ("hours and books"). The Project will generate demands on Proposition E funds and the General Fund required contribution to support additional staff and operating costs needed to support the renovated and new facilities.

Library Improvement Fund: Currently, there is a Library Improvement Fund, which has been the fiscal vehicle for funds for a variety of Library capital projects over the recent years, including the Main Library construction. There is a balance in that fund of approximately $4 million, most of which was generated from the Main Library building project. Some of these funds may be able to be applied to this Project, but the Library recommends strongly that those funds be reserved for modifications to the Main Library. Recently, a post-occupancy evaluation (POE) of the Main Library was completed that suggested a number of potential modifications totaling over $17 million. The Library is carefully analyzing these recommended modifications and does not anticipate that all will be completed, but believes that it is extremely prudent to set aside the funds in the Library Improvement Fund to support Main Library improvements. Because the Main Library construction was funded by Proposition A, the $109.5 million bond in 1988, the Library Commission does not wish to ask the citizens for any further support for the Main Library.

Private funds: If the bond measure is approved, the Friends and Foundation is committed to mounting a major capital campaign to provide the furnishings and equipment that are not allowable in the bond program – just as they have done for the Main Library and the Chinatown, Mission and Ocean View branches. Private funders are very interested in funding programs, services and specific objects; and they are not particularly interested in funding "bricks and mortar".

B. Explain in detail why the proposed funding mechanism is the best alternative for financing this Project.

General Obligation Bonds are commonly used for financing large public construction projects and offer the best option for the Project. By creating a bond covenant with the voters, the City would have a mandate to finish the Project independent of fluctuations in the General Fund or lending agreements subject to revenue projections.

VII. PROJECT SCHEDULE

A. Itemize the Schedule of Decision Review of this Project to date.

The poor condition of the branch libraries has been documented by the Department of Public Works in a number of studies in recent years. In the 1980's and early 1990's, the Library Commission focused much attention on the building of the Main Library, which was a critical project and has resulted in an architectural gem for the City. The Library Commission, during that time, clearly articulated that branch renovation would be a priority after the completion of the Main Library. The Park, Presidio and Sunset Libraries have been seismically retrofit as well as modified to provide disabled access. The Chinatown Branch was expanded and renovated in the 1990's; the Mission Branch renovation was completed in 1999; and the new Ocean View Branch Library will be opening in June.

The Library Commission and staff worked closely with the Department of Public Works in preparing for the Earthquake Safety Bond Program Phase 3, which included seismic retrofitting for Richmond, Noe Valley, Marina and Golden Gate Valley Branches. Public meetings regarding the proposed improvements were held at each of these branches in 1997. Unfortunately, this program was not placed on the ballot.

During the summer of 1999, the Library held public meetings in each branch as required by Proposition E. Although facility issues were not specifically addressed at those meeting, much information was gathered from attendees about service priorities for the entire Library system.

The Library Commission reviewed the development of the bond program at a special meeting held on Thursday, April 20, 2000 and specifically approved the CIAC request on May 2, 2000. Public meetings will be held during the month of May in each of the six branch library "clusters". Each cluster is composed of one resource library and several smaller branches. Plans for branches in each cluster as well as general information about the branch renovation plan will be reviewed with the public.

B. **Itemize the Project schedule from the date of CIAC approval.**
Please see Attachment D.

VIII. SPECIAL PROVISIONS

A. **Will the Project require a waiver of any City contract provisions (i.e. Burma Ordinance, Domestic Partners Ordinance, etc.)? If so, please explain.**

It is not anticipated that the Project will require a waiver of any City contract provisions. All current and future City contract provisions will be followed in the Project.

B. **Has your Department previously requested CIAC approval for this Project and been denied or deferred? If so, please explain why this proposal should be reconsidered.**

The Library has not previously requested CIAC approval for this Project. As part of the proposal for Earthquake Safety Bond Program Phase 3 (ESP3), four of these projects were reviewed by CIAC. Those projects included the three branch libraries that have a seismic hazard rating of 4 - Richmond, Noe Valley and Marina, and the Golden Gate Valley Branch, which has a seismic hazard rating of 3, but is an historic structure. Those specific projects, as well as the others put forward, deserve consideration because they are consistent with the City's policy of making City buildings seismically safe and accessible for disabled users.

C. **If the Project is not approved, what is the impact to the City and its residents? Is your agency/department prepared to initiate a second request? Would your agency/department reduce the scope of the Project?**

If the Project is not approved, the Library will continue to provide service at all its branch library locations. However, the service will not be as effective as it could be in rehabilitated buildings due to lack of seismic safety, accessibility and infrastructure required to support modern public library services. The Library will pursue Proposition 14 applications for the most competitive of the proposed projects but a source for the local 35% required project match must be identified in order to successfully compete for these funds. If required, the Library is prepared to resubmit the request or reduce its scope; however we feel that applying for rehabilitation of the branch system as a whole is the best way to assure the maintenance and improvement of branch libraries for all of the neighborhoods of San Francisco.

D. **If the Project is only partially approved, would your agency/department proceed with it anyway? Why or why not? If yes, how would your agency/department propose to accomplish this?**

The renovation and upgrading of the branch libraries is an extremely important activity for the Library and the Library Commission. If this project were partially funded, the Library would certainly prioritize its needs and address the most serious conditions in the facilities. Priorities would be given to retrofitting buildings that have a seismic hazard rating of 4 and buildings that cannot be accessed in any way by the disabled.

IX. OTHER

A. Please describe any other aspects of the Project that may be relevant to a decision by the CIAC.

Overall, the San Francisco Public Library is not only an essential City service, it is one of the City's most loved services for which the public has demonstrated its support time and time again. Bonds for the new Main Library were placed on the ballot in 1988 after a long grassroots effort led by the Friends of the Library to improve San Francisco's library system. They won with overwhelming support. Proposition E, the measure that created the Library Preservation Fund in 1994, was a similar effort. The public spoke clearly when they approved this proposition. It not only guaranteed a level of funding for library services, it also mandated the continued operation of all 26 branch libraries. During the campaign for the Main Library bonds, there was one question that came up at almost every forum. "Why are you fixing the Main and not the branches?" At that time library officials explained that the Main had to be replaced first because it was the backbone for the entire library system. The Main has now been replaced and the Library is moving forward to complete the remainder of the renovations needed to bring the entire San Francisco Public Library system into the 21st Century.

X. SUMMARY

Please summarize your agency/department's argument for requesting CIAC approval of this Project.

If approved by the voters, this bond measure will bring San Francisco's branch library system into the 21st Century. It will provide the public with seismically safe, accessible, code compliant branch libraries in every neighborhood of San Francisco. When complete, all branches in the system will have been renovated and technologically updated for modern telecommunications equipment. Every child and every adult in San Francisco will have access to modern information technology right in his or her own neighborhood. Service areas for children will be expanded in many branches. Existing storefront rental facilities will be replaced with new City-owned facilities, thereby assuring the public that these facilities are here to stay. A new branch library will be built to serve the City's newest community – Mission Bay. The measure also includes funding to construct a new system-wide support center that will free up needed public service space in the Main Library and make improvements to Brooks Hall in Civic Center so that it can house the City Archive.

The branch libraries included in this measure range in age from the oldest, built in 1914 to the newest, built in 1969. The majority have not have a major rehabilitation since their original construction and are long overdue. Many are old, cramped and in need of repair. Comparable renovations of two branches were completed in the 1990's – the Chinatown Branch and the Mission Branch – and a new branch library that replaces the Ocean View rental facility will be opening in June. These renovations have all resulted in first-class library facilities, increased library usage and a rekindling of community spirit in the affected neighborhoods.

The branch library renovation program will be a public/private partnership. The bond funds will pay for capital improvements and the Friends and Foundation will raise the $15 million that will be needed for furniture and moveable, equipment, just like they did for the new Main Library and for the Chinatown, Mission and Ocean View renovations. This measure will guarantee that San Franciscans have first-class library facilities and equipment located conveniently throughout every neighborhood of the City.

ATTACHMENT A

Question IV A.

Sources and Uses of Project Funds

Sources of Project Funds	
Cash from reserves, dedicated funds, etc.	$500,000
Federal, State monies/Grants/Programs	
Public Contributions	$15,000,000
Bond proceeds – ESPII	$2,400,000
Bond proceeds – Branch Library Improvements	
Total Sources	
Uses of Project Funds	
Project Costs	$128,550,000
Financing Costs	
Reserve Fund	
Underwriters Discount	
Costs of Issuance	
Other	
Total Uses of Project Funds	

ATTACHMENT B

Question IV B.

Model Construction Budget Summary

The construction budget summary chart below groups four major components of the Branch Library Improvements Bond Program:

1) Rehabilitation and modernization of existing branches.
2) Site acquisition and construction of new branches.
3) Site acquisition and construction of a new system-wide support center.
4) The Library's contribution to tenant improvements at Brooks Hall.

Program Cost Breakdown

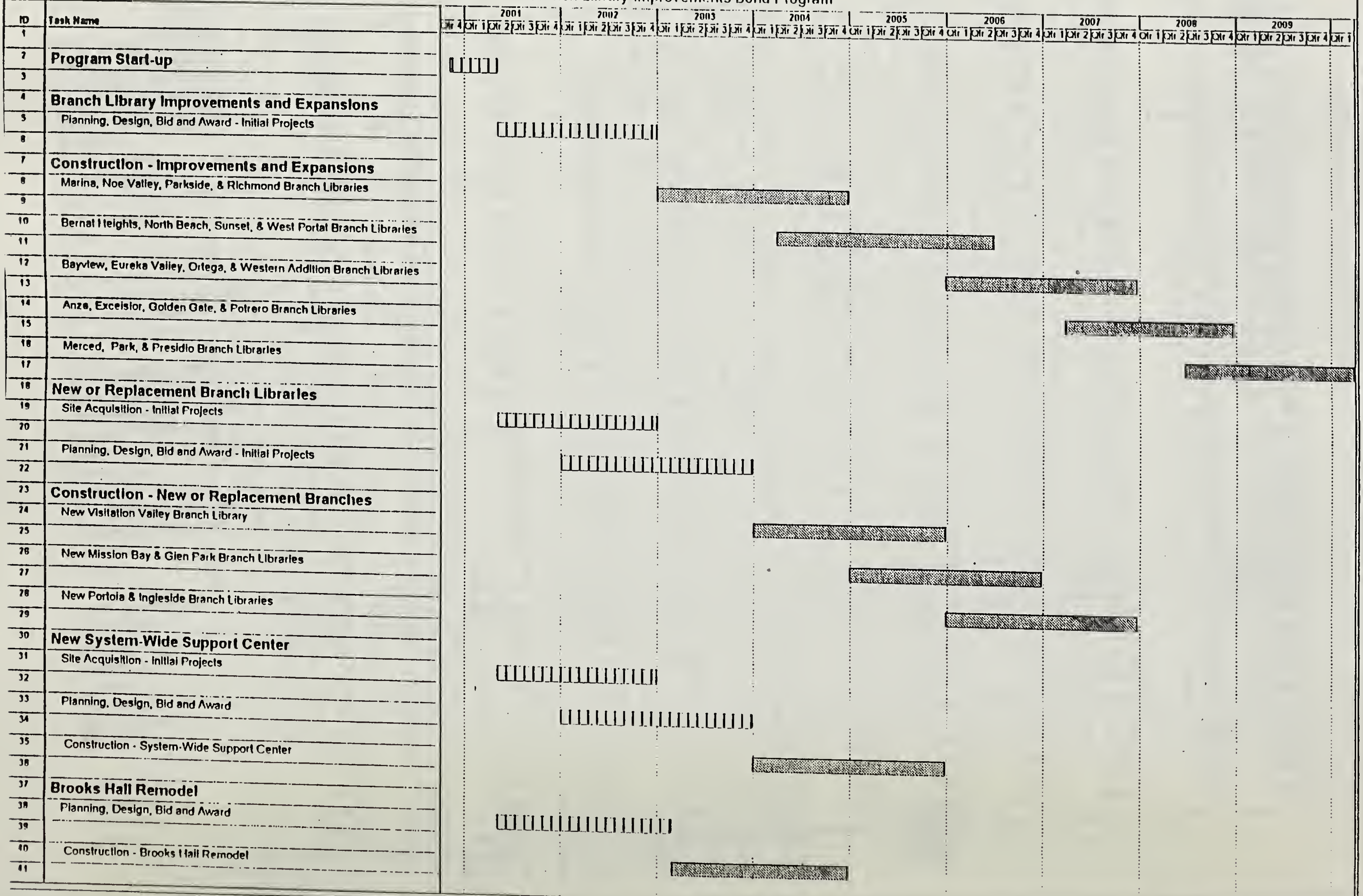
Cost Category	Existing Branches	New Branches	System –Wide Support Center	Brooks Hall	Total Program Costs
Construction	$60,500,000	$12,060,000	$,7,100,000	$3,700,000	$83,360,000
Project Control	$21,180,000	$4,220,000	$2,480,000	$1,300,000	$29,180,000
Site Control	$0	$10,760,000	$5,250,000	$0	$16,010,000
Totals	$81,680,000	$27,040,000	$14,830,000	$5,000,000	$128,550,000

BOND PROGRAM COSTS (In Dollars)

Branches	Rehabilitation and Improvements	Expansion	Site Acquisition	New Building	Totals
Anza	4,160,000	880,000	-	-	**$5,040,000**
Bayview	3,480,000	810,000	-	-	**$4,290,000**
Bernal Heights	5,020,000	490,000	-	-	**$5,510,000**
Eureka	4,050,000	820,000	-	-	**$4,870,000**
Excelsior	4,930,000	-	-	-	**$4,930,000**
Glen Park	-	-	1,790,000	2,990,000	**$4,780,000**
Golden Gate	4,940,000	730,000	-	-	**$5,670,000**
Ingleside	-	-	1,790,000	3,120,000	**$4,910,000**
Marina	3,790,000	890,000	-	-	**$4,680,000**
Merced	3,590,000	880,000	-	-	**$4,470,000**
Mission Bay	-	-	3,280,000	3,600,000	**$6,380,000**
Noe Valley	4,230,000	660,000	-	-	**$4,890,000**
North Beach	3,190,000	500,000	-	-	**$3,690,000**
Ortega	3,300,000	760,000	-	-	**$4,060,000**
Park	1,410,000	-	-	-	**$1,410,000**
Parkside	3,080,000	-	-	-	**$3,080,000**
Portola	-	-	1,790,000	3,120,000	**$4,910,000**
Potrero	4,050,000	740,000	-	-	**$4,790,000**
Presidio	1,640,000	-	-	-	**$1,640,000**
Richmond	6,090,000	2,620,000	-	-	**$8,710,000**
Sunset	1,610,000	-	-	-	**$1,610,000**
Visitation Valley	-	-	2,110,000	3,450,000	**$5,560,000**
West Portal	4,310,000	370,000	-	-	**$4,680,000**
Western Addition	3,660,000	-	-	-	**$3,660,000**
System-wide Support Center	-	-	5,250,000	9,580,000	**$14,830,000**
Brooks Hall	5,000,000	-	-	-	**$5,000,000**
Total Program	**$75,530,000**	**$11,150,000**	**$16,010,000**	**$25,860,000**	**$128,550,000**

Schedule

Branch Library Improvements Bond Program



1999 00 Appropriation

	MAIN	BRANCH	TECHN SERVICE	IRMO	PUBLIC AFFAIRS	AUTOMATION	OPERATIONS	ADMIN	MOCYF	PROP J	FUHRMAN	Total
Total FTE	176.85	190.24	46.53	8.13	10.01	15.10	64.20	22.13	6.00	58.76	0.00	597.95
Permanent	176.85	180.77	46.53	8.13	10.01	15.10	64.20	20.64	6.00	57.84	0.00	586.07
Temporary	0.00	9.47	0.00	0.00	0.00	0.00	0.00	1.49	0.00	0.92	0.00	11.88
Grant Funded	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Perm Salaries	$7,938,271	$8,220,086	$2,207,178	$472,373	$499,821	$767,626	$2,764,335	$1,253,894	$332,762	$3,059,551	$0	$27,515,897
Temp Salaries	$0	$444,925	$0	$0	$0	$0	$0	$70,000	$0	$43,104	$0	$558,029
Premium Pay	$222,618	$79,873	$25,106	$0	$0	$0	$0	$10,059	$0	$0	$0	$337,656
Overtime	$0	$0	$0	$0	$5,500	$0	$0	$29,769	$0	$0	$0	$35,269
Holiday Pay	$0	$0	$0	$0	$0	$0	$0	$2,097	$0	$0	$0	$2,097
Subtotal	$8,160,889	$8,744,884	$2,232,284	$472,373	$505,321	$767,626	$2,764,335	$1,365,819	$332,762	$3,102,655	$0	$28,448,948
Fringe Benefits	$2,042,170	$1,906,636	$545,853	$109,476	$121,778	$187,212	$729,103	$293,618	$79,225	$741,825	$0	$6,756,896
Total, Salary Budget	$10,203,059	$10,651,520	$2,778,137	$581,849	$627,099	$954,838	$3,493,438	$1,659,437	$411,987	$3,844,480	$0	$35,205,844
Travel	$0	$0	$0	$0	$0	$0	$0	$30,000	$0	$0	$0	$30,000
Training	$0	$0	$0	$0	$0	$0	$0	$113,880	$0	$0	$0	$113,880
Employee Field Expense	$0	$228	$0	$640	$0	$100	$8,110	$1,240	$0	$0	$0	$10,318
Entertainment & Promotion	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Membership Fees	$0	$0	$0	$0	$0	$0	$0	$77,600	$0	$0	$0	$77,600
Court Fees	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Professional & Spec Srvcs	$4,200	$0	$127,000	$0	$9,200	$0	$4,000	$60,000	$0	$0	$0	$204,400
Maintenance Srvcs - Bldg	$0	$0	$0	$0	$0	$12,000	$108,000	$0	$0	$0	$0	$120,000
Maintenance Srvcs - Equip	$15,650	$7,850	$20,000	$0	$29,800	$256,982	$161,388	$0	$0	$42,154	$0	$533,824
Rents & Leases - Bldgs	$0	$137,774	$0	$0	$0	$0	$0	$0	$0	$0	$0	$137,774
Rents & Leases - Equip	$0	$0	$3,000	$0	$0	$0	$6,200	$15,800	$0	$0	$0	$25,000
Utilities	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Other Current Expenses	$38,000	$40,000	$91,000	$152,000	$10,000	$0	$100,413	$33,173	$0	$30,823	$0	$495,409
Materials & Supplies	$23,116	$140,000	$0	$0	$0	$0	$62,600	$0	$800	$0	$0	$226,516
Bldg & Construction Supplies	$0	$0	$0	$0	$2,000	$1,000	$218,728	$0	$0	$0	$0	$221,728
Equipment Maint Supplies	$0	$0	$1,500	$0	$5,000	$38,000	$0	$0	$0	$1,560	$0	$46,060
Hospital, Clinics and Labs	$0	$0	$0	$0	$0	$0	$5,000	$0	$0	$0	$0	$5,000
Safety	$0	$0	$0	$0	$0	$0	$12,900	$0	$0	$0	$0	$12,900
Fuels & Lubricants	$0	$0	$0	$0	$0	$0	$3,000	$0	$0	$0	$0	$3,000
Other Materials & Supplies	$90,193	$181,918	$103,635	$6,500	$17,500	$175,144	$104,400	$18,000	$11,200	$1,401	$0	$709,891
Books & Materials				$3,787,813						$205,213	$150,000	$4,143,026
Capital Projects	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Equipment	$0	$86,500	$0	$8,572	$31,200	$365,036	$22,000	$15,000	$0	$0	$0	$528,308
Equip. Lease Purchase - Opt	$0	$0	$0	$0	$0	$968,876	$0	$0	$0	$0	$0	$968,876
Equip Lease Purchase - City	$0	$0	$0	$0	$0	$237,503	$0	$0	$0	$0	$0	$237,503
Srvcs of Other Depts.	$0	$0	$0	$0	$53,600	$343,525	$864,672	$248,251	$7,700	$1,400	$0	$1,519,148
Intrafund Transfers Out	$0	$0	$0	$0	$0	$0	$0	$490,000	$0	$0	$0	$490,000
Total, Non-Salary Budget	$171,159	$594,270	$346,135	$3,955,525	$158,300	$2,398,166	$1,681,411	$1,102,944	$19,700	$282,551	$150,000	$10,860,161
TOTAL	$10,374,218	$11,245,790	$3,124,272	$4,537,374	$785,399	$3,353,004	$5,174,849	$2,762,381	$431,687	$4,127,031	$150,000	$46,066,005
									LIBRARY PRESERVATION FUND/GENERA			*$45,484,318*

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SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Draft Minutes of the regular meeting of Tuesday, June 6, 2000

The San Francisco Public Library Commission held a regular meeting on Tuesday, June 6, 2000 in the Koret Auditorium, Main Library.

The meeting was called to order at 5:38PM by Acting President Charles A. Higueras, A.I.A.

Willie L. Brown, Jr.
Mayor

Charles A. Higueras, A.I.A.
Acting President

Helen Marte Bautista
Lonnie K. Chin
Steven A. Coulter
Carol Steiman
Fran A. Streets
Darian W. Swig
Commissioners

Susan Hildreth
Acting City Librarian

Michael Housh
Commission Secretary

The following members were noted present: Acting President Higueras and Commissioners Chin, Coulter, and Streets

Commissioners Steiman and Swig were noted excused attendance.

MINUTES OF THE MAY 2, 2000 REGULAR MEETING

Public comment: An anonymous member of the public expressed approval of the Commission's taking approval of the Minutes at the beginning of the meeting agenda, commented on the absence of "alarming" remarks attributed to Commissioner Steiman said to have been made during discussion of changes in the amounts of funds included in a supplemental appropriation for the Library approved by the Board of Supervisors on page 2 of the draft Minutes. The anonymous member of the public additionally suggested several possible interpretations which the anonymous member of the public could make of the a comment of support for "whatever it takes" attributed to Commissioner Steiman. Mr. Peter Warfield found that the draft Minutes were "drained of meaning" citing comments he reportedly had made concerning items addressed in the Minutes concerning items "that he would have wanted [included in the Minutes] were he a Commissioner". Mr. Warfield challenged the accuracy of reported comments attributed to him regarding the Library Supplemental Appropriation specifically regarding mention of $390,000 for six branches increasing to $402,000 for three. Mr. Warfield also observed that he had pointed out an "omission" in the reporting of the discussion of the Library Fines and Fee Schedule rather than that the record was incomplete. He further commended that his point in addressing the matter of the use of a "collection agency" as part of the Library's effort to recover materials or collect overdue fines was that there was a risk that some individuals might possibly have their credit damaged if the Library mistakenly pursued them for overdue materials fines. Mr. Warfield also suggested that comments as reported in the Minutes by Commissioner Streets concerning the Commission's purpose in approving the Events Management Program were inaccurate.

The number of members of the public who spoke anonymously at this meeting. 1

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Acting President Higueras requested that the Commission Secretary review the meeting recordings to clarify the Minutes reporting of issues raised by members of the public if necessary.

MOTION: by Commissioner Coulter, seconded by Commissioner Streets for approval of the Minutes with any clarifications of items noted by members of the public found needed by the Secretary upon review of the meeting recordings.

ACTION: Aye 4-0 (Chin, Coulter, Higueras, and Streets)

President Higueras next called Agenda item #7 Library of California/ Golden Gateway Library Network Charter membership out of order.

LIBRARY OF CALIFORIA/GOLDEN GATE LIBRARY NETWORK CHARTER MEMBERSHIP.

The Acting city Librarian, Ms. Hildreth introduced Library Chief of Information and Resource Management, Roberto Esteves to make a presentation on the Library's becoming a Charter member of the Library of California's Golden Gateway Library Network. Mr. Esteves recounted the brief history of the Library of California since its creation in 1998 and the development of its component "library networks more recently. He began a PowerPoint presentation (text attached) commenting on the library network's motto " One Library With 8,000 Doors" reflecting that the San Francisco Public library's participation in the network resulted in a reality of its patrons being able to find 8,000 libraries accessible through one door. Mr. Esteves described in extensive detail the kind of libraries participating in the statewide systems, the kinds of access possible, and discussed aspects of how patrons might use the expanded information resources available. Mr. Esteves noted the creation of a statewide library card, the development of draft laws, regulations, and policies , the creation of a Library of California Board of Directors and staff, new regional library networks funding, the granting of funding for Z39.50 protocols to improve catalog compatibility among member libraries, and increased access to the Rand California database. Mr. Esteves then identified the various regional library networks be created under the aegis of the Library of California, reported on proposed upcoming stages in the statewide expansion, development and growth of the network, and in the next year as creation of "regional resource libraries", including San Francisco Public eligible for additional funding and resource development support. Mr. Esteves finally highlighted details of the areas of primary emphasis in the early development among the member libraries of the Golden Gateway Library Network as well as the requirements and benefits of becoming a Charter member of the library network. The Acting City Librarian called the Commissioner attention to the draft resolution before them for approval of the Library's participation as a Charter Member of the Golden Gateway Library network.

Public comment: Mr. Timothy Gillespie remarked on the enthusiasm of Mr. Esteves' presentation comparing it to a previous report Mr. Esteves had made to the Library Commission concerning the Library Express program and alleging that this previous presentation had been a network of knowing falsehoods or very poorly researched. Mr.

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Gillespie additionally inquired if patrons would be charged a fee for obtaining answers to reference questions requested through the system. An anonymous member of the public recalled monumental concerns raised by discussion two years ago before a Commission Committee concerning the Library's installation of Z39.50 software suggesting that this presentation provided an answer to questions unresolved at that time. The anonymous member of the public additionally questioned mention of a "virtual ethnic service center" in the presentation as a debasement of the term ,"virtual", rendering it synonymous with ersatz. An anonymous member of the public questioned how much participation in this "virtual" network would impact the Library's "real" services. Ms. Deborah Doyle spoke strongly in favor of participation by the Library in the network, emphasizing the value and importance of participating with other libraries in wider networks making increased library services available. Mr. Peter Warfield echoed agreement with comments of some of the previous speakers suggesting that "empty promises" were being made, further suggesting that previous installation of Z39.50 software provided patrons of other libraries with access to our library's catalog but did not benefit San Francisco's library patrons. Mr. Warfield opined that this report confirmed suspicions concerning the purpose of the (Z39.50) software and noted a lack of mention of books in Mr. Esteves presentation.

In response to a question by Commissioner Streets regarding any potential fiscal risk to the San Francisco Public Library through its participation in the Library of California, the Acting City Librarian described the existing and planned funding mechanisms which will secure appropriate reimbursement for services provided through participation in the Golden Gateway Library Network. Mr. Esteves and Ms. Hildreth further explained how the library's assets would be enhanced and protected through participating in the system. In response to questions by Commissioner Coulter, Mr. Esteves clarified that a requirement of membership in the network was that no fees be charged to members or patrons for system services and that the system indeed facilitated inter-library loans among the collective circulating book collections of the participating libraries. Mr. Esteves also further noted that the Z39.50 software equally provided access for other library's patrons to our collections and by our patrons to all of the other linked library's collections. The Chief of Information and Resource Management discussed how this linkage can significantly increase the range and depth of resources available in libraries throughout the region, noting the great success of such consortia in other states. In response to a question by Commissioner Chin, Mr. Esteves noted that the California network would be the nation's largest. The Acting City Librarian also discussed the existing nationwide inter-library linkages and some of the background issues which slowed creation of this kind of network in California. Responding to a query by President Higueras, Mr. Esteves explained how professional standards and the needs of various types of library would be accommodated in the network and explicitly pointed out that the San Francisco Public Library would gain resources rather than face any risk of loss through participation in the network. Mr. Esteves informed Commissioner Chin that he was unaware of any libraries declining to participate. Ms. Hildreth discussed challenges that some school district libraries and less organized non-public libraries might face in participating in the statewide system. In answer to President Higueras concerning special outreach to lesser served, rural, and minority community libraries, Ms. Hildreth and Mr. Esteves suggested that a waiver process could facilitate participate. President Higueras suggested additional language specifically noting that there would be no additional cost to the San Francisco Public Library resulting from participation in the Golden Gateway Library Network. The Acting City Librarian agreed that addition of language to the template text of the suggested membership resolution for clarification that if future fees were imposed participation could be reconsidered would be appropriate.

MOTION: by Commissioner Chin, seconded by Commissioner Streets that the San Francisco Public Library adopt a resolution (text attached) describing the nature of and obligations involved in becoming a Charter Member of the Golden Gateway Library Network with amendments specifying that San Francisco Public Library funding would not be reduced through participation in the network and that no library or user fees would be associated with use of system library services provided through membership in the Library of California/Golden Gateway Library Network.

ACTION: Aye 4-0 (Chin, Coulter, Higueras, and Streets)

BRANCH LIBRARY CONSTRUCTION AND IMPROVEMENT BOND UPDATE

Acting City Librarian Susan Hildreth informed the Commissioners concerning recent activities in the process of placing a General Obligation Bond for branch library construction and improvements on the November Municipal Election ballot. The Acting City Librarian announced that a Board of Supervisors Resolution of Public Interest and Necessity had been introduced, that an Ordinance to place the issue before the voters was about to be introduced, and that a postponed meeting of the Capital Improvements Advisory Committee, (CIAC) to consider the bond proposal had been rescheduled. She then discussed a series of community meetings held during May 9 through 24, 2000 in each of the branch library clusters to inform the community regarding the proposed bond and to gather public comment and input on the proposal. Ms. Hildreth pointed out that at each of the meetings the individual aspects of the branches in that cluster were discussed. Ms. Hildreth mentioned among concerns raised at the meetings were strong support for the Library's commitment to preservation of the historic "Carnegie" and "WPA" branch buildings. She additionally addressed questions concerning the impact of renovations on the Library's overall budget and specific concerns with the accuracy of the projects estimated costs. The Acting City Librarian discussed how the projects would be budgeted so as to assure full funding for all of the proposed construction, repair, and renovation projects through the completion of the bond program. Ms. Hildreth noted interest in using Prop. 14 (State Library Improvement and Construction Bond) funding to expand options for the most competitive branch projects. She also addressed the Library's plans for management of impacts on library services during the projects.

Public comment: An anonymous member of the public challenged the legality of the Commission's use of various documents related to the bond proposal contending that they

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were not properly noticed as explanatory documents in the agenda as required whenever possible by the Sunshine Ordinance. The anonymous member of the public alleged previously presented documents related to the proposed bond measure also had not been properly noticed and some documents were not made available to members of the public other than the anonymous member of the public . The anonymous member of the public announced an intention to oppose the bond proposal at every juncture. The anonymous member of the public suggested the vote on the bond measure could seen as be a referendum on the Commission and observed that in the view of the anonymous member of the public the public might prefer that the Commission build libraries in Utah so as to minimize any harm. The anonymous member of the public further contended that the bond proposal was a sham. Mr. Ed Regan suggested that the Department of Public Works produce pamphlets concerning the proposed work plan for each branch library. Mr. Jim Kirwin commented that the $130 million bond issue was a sad commentary on San Francisco, criticized the Main Library, the management of the library collections, the actions of past and present Library Commissioners, questioned the validity of the project cost estimates, challenged the amount of funding allocated to improvements to Brooks Hall, made allegations of duplicity, urged that neighborhood patrons have input into any plans, regretted loss of the old Main Library, announced that the Commission would have to contend with his opposition, and expressed a wish that the Commissioners would all resign. Mr. Timothy Gillespie observed here we go again, agreed with a previous speaker's comment that the bond proposal could be viewed as a referendum on the Library, and noted that despite living 4,000 miles from San Francisco he was aware of opinions which held that the Main Library was a "poster child" for incompetence. Mr. Gillespie contended that there had been no need for a new main library, that the entire project had been a n effort to suck money from the public, that despite public support for libraries and many "pitches" the bond proposal would be a referendum on the Library, and that he regretted that he would not be here to witness it. Peter Warfield noted that some previous plans, including bond proposals, put forth by the Library have had problems, and that the Library Commission had a duty to be financially responsible, Mr. Warfield asked what the Commission intended to do to avoid problems on this occasion.

Commissioner Coulter discussed the Commission's heretofore limited role in moving the bond proposal forward, noting that leadership on this issue was coming from the Friends /Foundation and the community, commented on the lessons learned through hard earned experience gained through past difficult projects such as the Chinatown Branch Library renovation project. Commissioner Coulter noted strong support for the proposed bond issue by members of the Board of Supervisors, and recent supportive newspaper editorials despite the negative views by a small number of individuals. The Commissioner additionally pointed to the high daily numbers of library patrons system wide, many enhancements of collections, and in recent years the addition of popular new services provided by San Francisco's libraries. Commissioner Coulter also noted favorably the proposed relocation of Tech Services to its own site and inclusion of funds for the improvement of Brooks Hall.

President Higueras speaking from his experience as a professional architect responded to a public comment concerning how the Commission proposed to avoid some of the problems experienced with previous projects by an extensive recitation of the many changes in budget preparation and controls and oversight made by the Commission in its supervision of Library projects. The Acting Commission President specifically noted the great success of the Mission Branch renovation and the Ocean View Branch construction project. President Higueras strongly emphasized that an effective and balanced relationship with the Bureau of Architecture, Department of Public Works had been created and would be maintained throughout the life of the bond project to assure that the Library as user of the facilities got the in depth budget preparation, careful project management, and ultimate delivery of high quality of work to best serve the needs of the people of San Francisco. Acting President Higueras requested that the Acting City Librarian provide the Commissioners with regular updates as the bond proposal goes forward.

The Acting Commission President next outlined how the Commission proposed to address the remaining items on the meeting agenda. Agenda item # 4, a Main Library Post Occupancy Evaluation (POE) Report would be addressed next, then item #5 Commendatory Resolutions, next item #6 the Acting City Librarian's Report, then item #7 Summer Reading, and then the rest of the agenda in order. At the suggestion of the Acting City Librarian item #8 would be a report on the Events Management Program.

POST OCCUPANCY EVALUATION UPDATE

The Acting City Librarian presented an update report on the status of the Library's response to the recommendations included in the Post Occupancy Evaluation (POE) of the Main Library, (copy attached). Ms. Hildreth named the management team she had assembled with primary responsibility to address these issues including Mr. Ned Himmel, Chief of the Main, Mr. George Nichols, Library Finance Director, and Library Operations and Maintenance Director, Mr. Rich Walsh as well as herself, with extensive support by many other library staff members. She noted that financial issues would be addressed by Mr. Nichols, with specific attention to funds available through the existing Library Improvement Fund and supplemental appropriations for individual projects. Overseeing building close out and warranties matter s has been the task of Mr. Walsh, who was reported to have made significant progress in determining the status of remaining building close out work, maintained good and effective working relationships with Department of Public Works staff assigned to facilitate remaining completion of Main Library projects, and moving forward on a number of projects such as ADA modification of the Grove Street entrance ramp, improving the building seismic seals to eliminate leakage, and installation of handrails, fire doors, and door stops throughout the building. The Acting City Librarian noted that the automatic window shades were still under warranty and that staff was working with the company to improve its performance. Additionally, Ms. Hildreth reported that primary contractor Huber, Hunt, Nichols had agreed to fund close out work providing ultra-violet screening on atrium windows, installing anti-skateboarding fixtures on the exterior of the building, and repairing improperly installed signage. Ms. Hildreth informed the Commissioners that she had taken on primary responsibility for Brooks Hall, noting installation of Old Main compact shelving and security fencing to create secure storage allowing transfer of some archival and other collection from the Main Library. The Acting City Librarian reported continuing efforts to develop cooperative planning with other city departments for future improvements in Brooks Hall pointing the inclusion of $5 million in the proposed bond issue for this work. Regarding the relocation of Tech Services proposed in the POE, Ms. Hildreth identified Library Chief of Technical Services, Ms. Vivian Pisano and Operations and Maintenance Manager Mr. Rich Walsh as lead staff Ms. Hildreth also pointed out inclusion of funds in the bond proposal for creation of a support services center, noting that, should that not work out other alternatives, such as rental locations, could be considered. The Acting City Librarian brought the Commissioners up to date on the on-going efforts to improve Main Library signage, to improve the match between signage and directions included in the on-line catalog to assist patron ability to find materials. Ms. Hildreth mentioned efforts by Main Library staff to install temporary signs to help patrons find most frequently requested locations, and reported a proposal that the Library receive a Pro Bono three dimensional online or on disk model of the building by a new high tech company, Visit 3-D .Com, which could also assist in way finding. Ms. Hildreth reported on work to improve Borrower Services and collection management to be done through extensive involvement by staff committees. The Acting City Librarian proposed to develop a number of projects which she would then bring before the Commission for its consideration and approval of supplemental appropriations from the Library Improvement Fund to complete the projects.

Public comment: An anonymous member of the public suggested that the agenda item as the previous item was improperly noticed, lacking description of the explanatory materials, found the report to be vague and non-specific except as regarding the automatic window shades, suggested that were the anonymous member of the public a member of the Library Commission the anonymous member of the public would want to know what was meant by the descriptions in the report. Mr. Peter Warfield agreed with the previous speaker that the verbiage in the report was non-specific, criticized a perceived lack of details of priorities and work plans to address issues called out in the POE, and expressed concern with the descriptions of proposed collection assessment efforts mentioned in the update report. Mr. Warfield expressed a belief that collection assessment had been deficient, noted a City Librarian comment that more money was needed for books, and contended that the Library devoted great efforts to other matters before considering adding books and materials. Mr. Warfield expressed a fear that library administration felt the book collections to be too large and that there was a continuing reluctance to spend more on books and materials.

Commissioner Coulter applauded the assignment of specific staff individuals with responsibility to oversee specific aspects of the response to the POE and expressed a wish that in future reports include greater specificity as work goes forward, noting significant progress already. Acting President Higueras observed that there would be a great number of projects underway and requested creation of a spread sheet to identify all of the on-going

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work to facilitate tracking and development of a companion document detailing the budget and costs of the individual tasks for Commission review as projects go forward.

COMMENDATORY RESOLUTIONS
The Acting City Librarian requested that the Commissioners approve resolutions honoring the skilled and devoted service of three library staff members who would be retiring on June 30, 2000. Ms. Hildreth described the exemplary work provided to the library throughout distinguished careers and decades of outstanding public service by Sally Houston, Manager of Periodical Processing, Debbie Cornue, Assistant Chief of Branches, and Lou Fields, Manager of Library Custodial Services

Public comment: Mr. Warfield noted that he had only two copies of proposed resolutions and suggested that the resolutions be read. Mr. Ed Regan agreed with the resolutions and expressed appreciation for the retiring staff member's work.

Commissioner Streets noted that the Commission had not previously been requested to issue such resolutions and asked if such commendatory resolutions would become a regular item in the future. The Acting City Librarian suggested that this would be an appropriate way for the Library to annually honor retiring staff members for their outstanding public service. Various Commissioners expressed appreciation for the dedication and hard work of these retiring library staff members and approved of this means of honoring their service to the Library.

MOTION: by Commissioner Coulter, seconded by Commissioner Streets for approval of the proposed honorary resolutions for Sally Houston, Debbie Cornue, and Lou Fields.

ACTION: Aye 4-0 (Chin, Coulter, Higueras, and Streets)

ACTING CITY LIBRARIAN'S REPORT
Acting City Librarian Susan Hildreth informed the Commissioners concerning the plans and schedule for the opening ceremonies for the new Ocean View Branch Library on June 7, 2000. Ms. Hildreth notified the Commissioners that the second term of Mrs. Virginia Gee, San Francisco's representative on the Bay Area Library and Information Systems Advisory Board (BALIS) was ending and that a vacancy notice had been posted by the Rules Committee of the Board of Supervisors for the position for her replacement. Ms. Hildreth reported that the Board of Supervisor's Rules Committee had calendared consideration of applicants for this position at its June 22, 2000 meeting. Additionally, Ms. Hildreth noted that the Main Library would be closed on Sunday, June 25, 2000 in conjunction with Gay Pride activities in Civic Center. The Acting City Librarian also reported on two additional matters which had come to her attention after the agenda was posted, that the Marina Branch would be closed from July 3 through September 5, 2000 to allow installation of new overhead lighting funded through the Bureau of Energy Conservation. Ms. Hildreth then explained the situation which prevented posting of the meeting agenda and Minutes on the Library's website prior to the meeting and the steps which had been taken to assure timely future posting of Commission agendas and Minutes.

Public comment: An anonymous member of the public contended that Mrs. Gee's term as BALIS representative had expired in December 31, 1999 and the anonymous member of the public, after waiting five months and perceiving no steps being taken to seek a replacement called the matter to the attention of the Board of Supervisors by applying for the position. The anonymous member of the public reported that the Clerk of the Rules Committee had informed the anonymous member of the public that the appointment would be scheduled for the Committee's June 2, 2000 meeting but the anonymous member of the public speculated that word of his application resulted in consideration of applicants being delayed. The anonymous member of the public described the position as being problematic, noting that the BALIS representatives prior to Virginia Gee had all been Library Commissioners and that the Commission's actions on this appointment reflected the Library Commission's consistent record for decades of refusal to tolerate dissent, refusing to accept public input, refusing access to public documents, refusing public participation, and cutting off public participation whenever possible. The anonymous member of the public stated that the anonymous member of the public's interest in this position was because it was supposed to represent the underserved and that this purpose had not been met when Library Commissioners served as representative. Mr. Ed Regan opposed closure of the Main Library in conjunction with the Gay Pride activities in civic center. Mr. Peter Warfield agreed with the previous speakers opposition to closing the Main Library during Gay Pride activities and expressed a belief that would be a good opportunity for people who are visiting in the area to see the Library.

In response to a query by Commissioner Chin concerning BALIS term limits, Ms. Hildreth explained that a clarification of exactly what was the correct term in office of the BALIS representative appeared to be needed. The Acting City Librarian noted that BALIS and Mrs. Gee reported that the term of office had been changed from December 31 to December 31 for two years to June 30 to July 1 for two years. She additionally explained that there could be two terms in office by the BALIS representative. Commissioner Coulter, seconded by Commissioner Chin, lauded the outstanding job done by Virginia Gee in representing San Francisco on the BALIS Board. Commission Chin emphasized the importance that the representative should be knowledgeable about serving underserved communities. The City Librarian noted that this was a Board of Supervisor's appointment and no action was needed by the Commission.

Acting President Higueras, after consultation with the Acting City Librarian, called for the Summer Reading Report as the next item continuing discussion of the Events Management report to a later date.

SUMMER READING

Chief of Children and Youth Services, Toni Bernardi presented a detailed report to the Commissioners on the on-going Summer Reading program, the Library's largest annual special effort. Ms. Bernardi expressed thanks for the extensive support for these programs provided by the Friends and Foundation of the San Francisco Public Library, and outlined in detail the reading clubs, the more than 250 special kinds of programs over a 9 week period offered through the Summer Reading Program, including pre-school, lap sit, and film and video programs. Ms. Bernardi highlighted the contributions of the Teen Advisory Council in creating the Teen Read 2000 Summer reading program, pointing out then special efforts of Matthew Maragi in designing the Teen Summer Reading Program and the Kid Power Posters. Ms. Bernardi then described the countless hours of hard work donated through the Kid power program in making the Summer Reading operate. The Chief of Children and Youth Services lauded the hours hard work provided by Library staff in carrying out this most important annual effort.

Public comment: none offered

Commissioner's Chin, Coulter, and Streets commended the staff and volunteers for an outstanding effort.

LABOR UNION REPORT
None offered

NEW BUSINESS
None offered

PUBLIC COMMENT
Mr. Ed Regan requested extension of library public service hours and consideration of use of the former Ocean View branch facilities as a reading center without staffing. Mr. Glenn Ramiskey expressed support for the proposed Branch Library Construction and Improvement Bond and commended the Commission's efforts on its behalf. An anonymous member of the public suggested that some Commissioners might be chagrined by the City Librarian's recommendation that the Commission not make any recommendation concerning appointment of the BALIS representative, observing that the Library Commission had improperly done so in the past. The anonymous member of the public reported that following the anonymous member of the public's recommendation for appointment as the BALIS representative by the Board of Supervisors Rules Committee, the former City Librarian Mr. Ken Dowlin had made a "gentlemen's agreement" to support the anonymous member of the public's appointment as the San Francisco BALIS representative in the interest of promoting a reduction in conflict, but that that "agreement" had been opposed by members of the Commission who actively worked to block the anonymous member of the public's appointment. The anonymous member of the public wondered at a Commissioner's expression of surprise at the personal animosity expressed by members of the public when commenting before the Commission. Mr. Peter Warfield commented on a previous discussion related to the Library's participation in the Library of California to clarify that his comments did not ignore the fact that inter-library loans involved books, but that his issue was that this program did not add books on the library's shelves. Mr. Warfield also commented that there were charges for obtaining an inter-library loan, that getting materials took a very long time to arrive, and that people wanted material in the library without inter-library loan waits or fees. Mr. Warfield asked if the ban on fees related to participation in the library network meant an end to inter-library loan fees.

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ADJOURNMENT

Public comment: An anonymous member of the public called attention to the fact that State Librarian Dr. Kevin Starr had recently undergone serious surgery and suggested that the Commissioner's might wish to adjourn wishing him well.

MOTION: that the meeting be adjourned was moved by Commissioner Streets, seconded by Commissioner Chin.

ACTION: APPROVED Aye 4-0 (Chin, Coulter, Higueras, and Streets)

The meeting was adjourned at 7:38PM

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Michael Housh, Commission Secretary 6/20/00

Draft Minutes of the Regular Commission Meeting
of June 6, 2000

Appendix A

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, June 6, 2000

Item 1:
Approval of the May 2, 2000 Minutes

"I note that 'Approval of the Minutes' is back at the beginning of the agenda where it makes sense. The irrationality and the arbitrary and capricious nature of putting it toward the end was salutary in revealing the character of this commission.

On page 2, there was a discussion of the changes in appropriations sent to the Supervisors. During that discussion, Commissioner Steiman said, rather alarmingly, that she was in favor of whatever it takes. She may have meant that she was against the previous policy of a cost benefit analysis and she was in favor of whatever expenditures that could be made no matter how little the benefit. Or, she may have meant that she was in favor of supporting whatever lies she was given to support. Either way, her statement should have been included in the minutes."

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Item 2:
City Librarian's Report

"The fact is Ms. Gee's appointment as BALIS representative expired on December 31, 1999. I waited for a number of months to be certain that nothing was going to happen without initiating something myself. Finally, toward the end of May, I put in my own application. I was assured by the clerk that my appointment would come up on June 2. Somehow my reputation preceded me, because it was delayed.

Every appointment before Ms. Gee had been a sitting library commissioner. The handling of the appointment of Ms. Gee sent a message that this Commission would not tolerate dissent, or alternative views. This Commission has consistently refused to accept public input, refused access to public documents, and cut off public participation wherever possible.

My interest in this position has been because it is supposed to represent the underserved. The consistent thwarting of that representation has been a crucial issue."

Draft Minutes of the Regular Commission Meeting of June 6, 2000

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, June 6, 2000

Item 5:
Branch Library Improvement General Obligation Bond

"Yet again, you have documents before you that are not noticed on the face of the agenda as explanatory documents. This is a repetition of the same violation of the Sunshine Ordinance as the last meeting.

This bond program should go before the voters so that the people can confirm that 'you can't fool all the people all the time.' If the citizens of San Francisco knew what was coming, they would pay you to build libraries in Utah, away from population centers so you could do as little harm as possible.

This bond proposal will be a referendum on all of your fraud, contempt and duplicity of the past. This is nothing more than an attempt to create another major payday for the people who have been feeding at the trough of this library with no benefit to the citizens for far too long."

Draft Minutes of the Regular Commission Meeting of June 6, 2000

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, June 6, 2000

Item 6:
Main Library Post Occupancy Evaluation Report

"If the previous item was a hundred percent violation of the Sunshine Ordinance, this is only a sixty percent violation. There is no mention on the face of the agenda that there are explanatory documents, but there are explanatory documents attached to the agenda. Still, this is not the compliance that you are expected to give the public.

I have never seen such a collection of noncommittal and nonspecific verbs. People are 'reviewing,' 'looking,' and 'monitoring.' What they are monitoring are 'issues' and forming committees. The only thing actually being done is someone is monitoring the window shade system from New York City. A hypothetical commissioner should want some specifics about what it means to review an issue, not just that the issue is being reviewed."

Draft Minutes of the Regular Commission Meeting of June 6, 2000

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Item 7:
Library of California/Golden Gateway Library Network Charter Membership

"A couple of years ago there were extensive discussions about the implementation of Z39.50. We were wonder where that was going. This seems to be the answer to that question.

This is of serious and monumental concern. In the presentation there was reference to 'virtual ethnic service centers.' We have seen this term 'virtual' be made to stand on its head, as if it meant 'ersatz.' Is it a virtual center, virtual service or virtually ethnic?

The crucial question is, How much is this going to impact the real virtual service? I don't think we can just sit back and assume that the reimbursement is going to be fair or compensatory. If it is not, the effect could be devastating."

Draft Minutes of the Regular Commission Meeting of June 6, 2000

Appendix A

The number of members of the public who spoke anonymously at this meeting. 1

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, June 6, 2000

Item 11:
Public Comment

"This commission has always made a recommendation on the BALIS appointment and the Board of Supervisors has always followed that recommendation. It is a conflict of interest not only to make a recommendation, but to recommend one of yourselves. Ms. Hildreth is to be congratulated for ending that destructive practice.

At the time of Ms. Gee's appointment, I believe City Librarian Dowlin was supporting my appointment. He congratulated me warmly because I think he felt that there needed to be some cessation of the hostilities that existed at that time. The leadership of this Commission would not hear of such a breach in the hostilities, and moved to block the appointment.

I am a bit surprised that a commissioner says that he is surprised by the level of animosity. I wonder at that. What does he expect?"

Appendix A

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, June 6, 2000

Item 12:
Adjournment

"My understanding is that our State Librarian, Dr. Kevin Starr, has undergone a quadruple bypass surgery. I also understand that he is doing quite well.

This might be an appropriate time to wish him a, 'get well Dr. Starr.'"

Appendix A

The number of members of the public who spoke anonymously at this meeting. 1

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Summary of Public Comment Made at SFPL Commission Meeting of June 6, 2000, Regarding Item 1, Minutes

I'd like these things that were said included in the Minutes:

Putting the Minutes late in the agenda, as was done in the last several meetings, violates Robert's Rules, violates the Commission's own long past practice, and violates common sense. I am pleased that the Minutes are again Item 1.

The Supplemental Appropriation approved by this Commission provided $390,000 to upgrade six branches. However, not two months later, the Board of Supervisors was told $402,000 would be needed to upgrade just three.

Fine and Fee Schedule I expressed concern that the library would damage the credit of patrons with *reportedly* unpaid fines. Record inaccuracy could add to problems.

Events Management Commissioner Streets said the Commission would never have authorized the Events Management MOU with the Foundation had it known what it learned from the Events Management Report just delivered – that none of the income received could go to the library.

Peter Warfield

Appendix A

The number of members of the public who spoke anonymously at this meeting. 1

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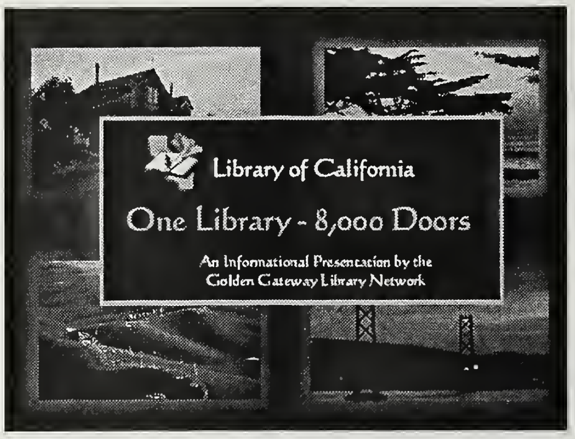
Summary of Public Comment Made at SFPL Commission Meeting of June 6, 2000, Regarding Item 2, Library of California Presentation

We have seen a great many promises but a shortage of specifics in the report just presented.

I am also concerned that the program described did not mention acquisition of books or materials for use by library patrons. Acquiring additional materials would be a significant part of making the library a better place for its patrons.

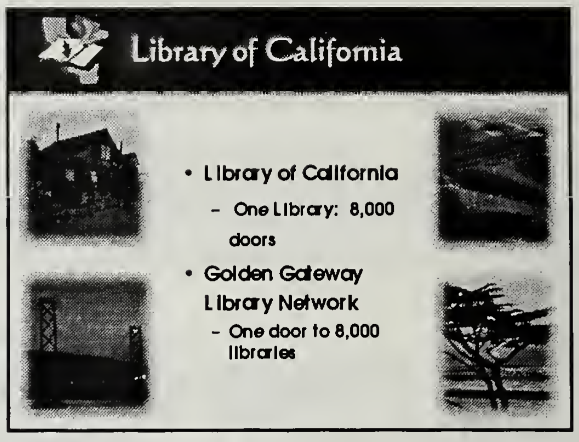
Peter Warfield



Library of California

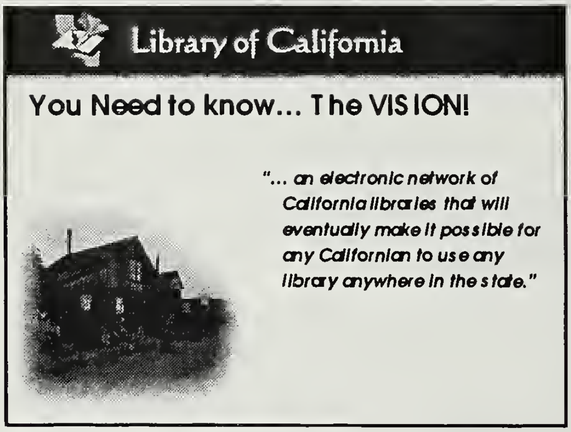
One Library - 8,000 Doors

An Informational Presentation by the
Golden Gateway Library Network



Library of California

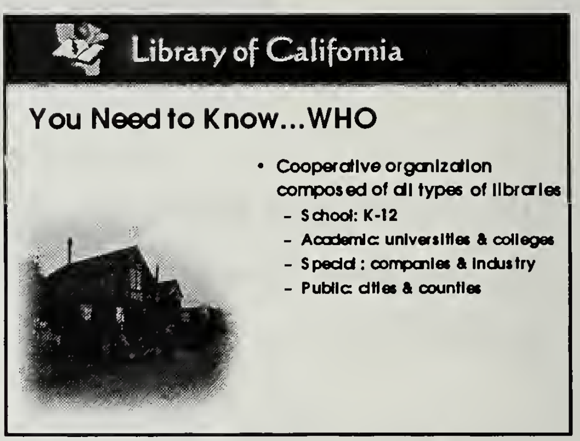
- Library of California
  - One Library: 8,000 doors
- Golden Gateway Library Network
  - One door to 8,000 libraries



Library of California

You Need to know... The VISION!

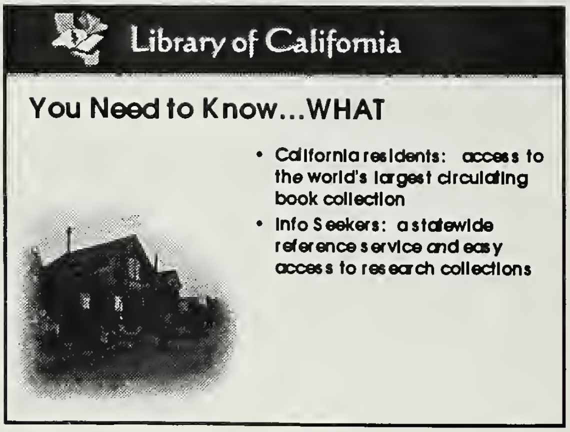
"... an electronic network of California libraries that will eventually make it possible for any Californian to use any library anywhere in the state."



Library of California

You Need to Know...WHO

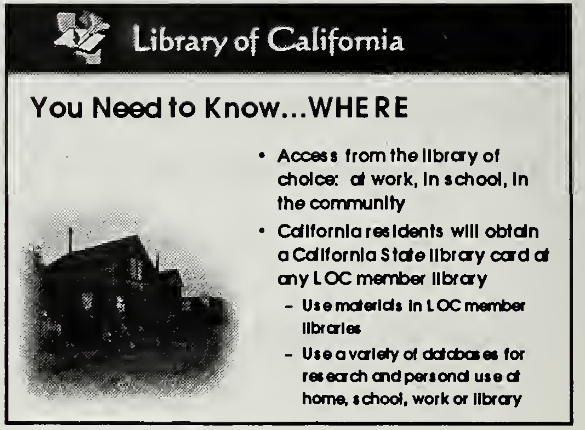
- Cooperative organization composed of all types of libraries
  - School: K-12
  - Academic: universities & colleges
  - Special : companies & industry
  - Public: cities & counties



Library of California

You Need to Know...WHAT

- California residents: access to the world's largest circulating book collection
- Info Seekers: a statewide reference service and easy access to research collections



Library of California

You Need to Know...WHERE

- Access from the library of choice: at work, in school, in the community
- California residents will obtain a California State library card at any LOC member library
  - Use materials in LOC member libraries
  - Use a variety of databases for research and personal use at home, school, work or library

Library of California

STATE EFFORTS

Library of California

Phase I: Start-up: 2000

- Law & Regulations
- Library of California Board and Staff
- Regional Library Network development
- Telecommunications for up to 1,000 libraries; includes Z39.50 grants
- Statewide database - RAND California
- ILL & Direct Loan reimbursements

Library of California

Phase II: Regional Expansion: 2001

- Region #1: Cascade Pacific
- Region #2: Golden Gateway
- Region #3: Sierra Valley
- Region #4: Arroyo Seco
- Region #5: Tierra del Sol
- Region #6: Heartland
- Region #7: Gold Coast

Library of California

Phase III: Statewide Expansion: 2002

- Preservation Information Center
- Continuing education coordination
- Public awareness campaign
- Specialized reference contracts
- Virtual ethnic service Centers
- State Resource Centers (SFPL)

Library of California

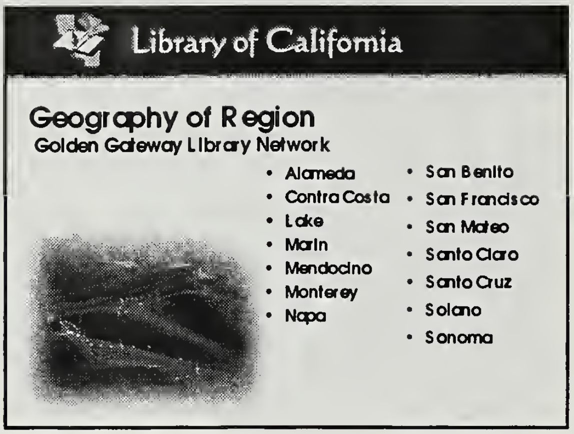
Phase IV: Resource Pool Expansion: 2003

- Cataloging/retrospective conversion
- Expand preservation efforts
- Local improvement of reference services
- Coordinated collection development
- Services to the under-served

Library of California

GOLDEN GATEWAY LIBRARY NETWORK

Mission Statement:
The GGLN supports regional resource sharing and seeks to maximize the ability of members to meet the information needs of their users.

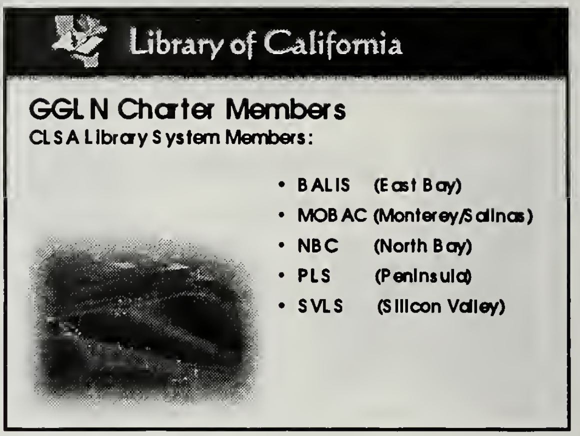


Library of California

Geography of Region

Golden Gateway Library Network

- Alameda
- Contra Costa
- Lake
- Marin
- Mendocino
- Monterey
- Napa
- San Benito
- San Francisco
- San Mateo
- Santa Clara
- Santa Cruz
- Solano
- Sonoma

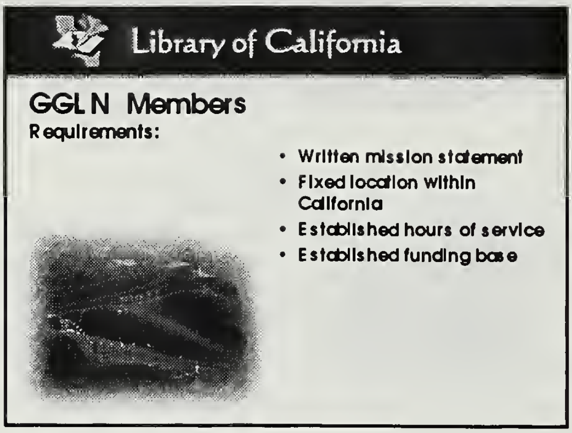


Library of California

GGLN Charter Members

CLSA Library System Members:

BALIS	(East Bay)
MOBAC	(Monterey/Salinas)
NBC	(North Bay)
PLS	(Peninsula)
SVLS	(Silicon Valley)

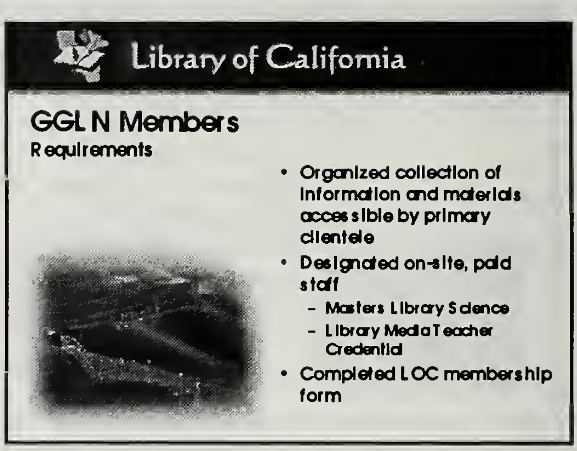


Library of California

GGLN Members

Requirements:

- Written mission statement
- Fixed location within California
- Established hours of service
- Established funding base

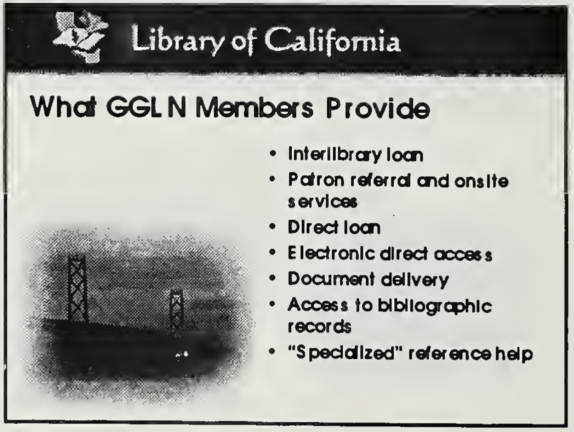


Library of California

GGLN Members

Requirements

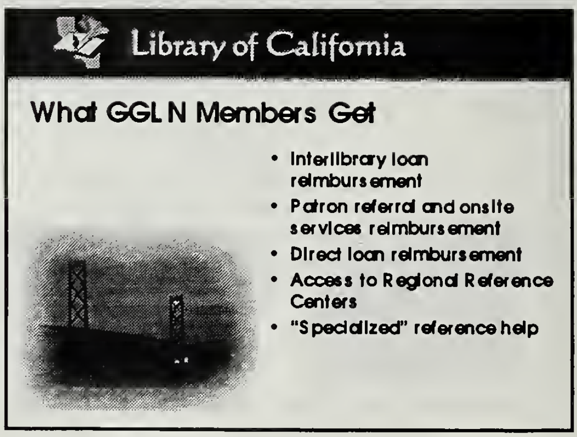
- Organized collection of information and materials accessible by primary clientele
- Designated on-site, paid staff
  - Masters Library Science
  - Library Media Teacher Credential
- Completed LOC membership form



Library of California

What GGLN Members Provide

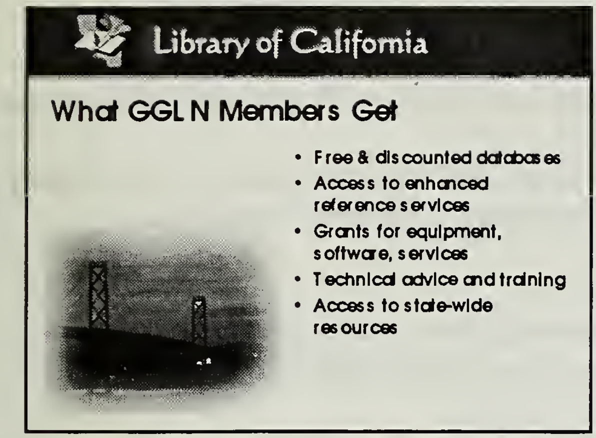
- Interlibrary loan
- Patron referral and onsite services
- Direct loan
- Electronic direct access
- Document delivery
- Access to bibliographic records
- "Specialized" reference help



Library of California

What GGLN Members Get

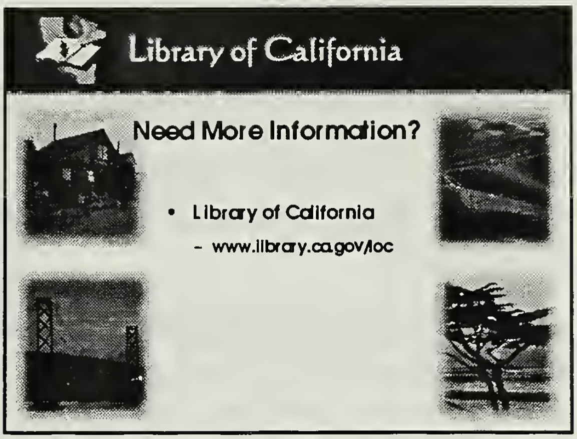
- Interlibrary loan reimbursement
- Patron referral and onsite services reimbursement
- Direct loan reimbursement
- Access to Regional Reference Centers
- "Specialized" reference help



Library of California

What GGLN Members Get

- Free & discounted databases
- Access to enhanced reference services
- Grants for equipment, software, services
- Technical advice and training
- Access to state-wide resources



Library of California

Need More Information?

- Library of California
  - www.library.ca.gov/loc

AUTHORIZING SAN FRANCISCO PUBLIC LIBRARY'S MEMBERSHIP IN THE GOLDEN GATEWAY LIBRARY NETWORK:

WHEREAS, the State of California has established the Library of California and seven regional library networks to improve library services on a state-wide and regional basis, and

WHEREAS, the Golden Gateway Library Network is a regional library network developing multi-type library services in the 14 counties of Northern California, including San Francisco, and

WHEREAS, the Golden Gateway Library Network will improve an individual library's access to other libraries' resources and to improve library technology and services throughout the region, and

WHEREAS, San Francisco Public Library perceives the public benefit in joining the Golden Gateway Library Network, and

WHEREAS, the San Francisco Public Library agrees to comply with all provisions of the Library of California Act and Regulations and conditions of membership within the network, and

WHEREAS, the San Francisco Public Library Commission agrees funding for library services should not be reduced as a result of network participation, and

WHEREAS, the San Francisco Public Library agrees that it will:

Share resources and services with other members of the Golden Gateway Library Network.

Provide resources and services for other members of the Golden Gateway Library Network.

Meet the minimum resource-sharing performance standards of the Golden Gateway Library Network, and

NOW, THEREFORE BE IT RESOLVED that the of the San Francisco Public Library Commission authorizes participation of the San Francisco Public Library in the Golden Gateway Library Network, and

BE IT FURTHER RESOLVED that of the San Francisco Public Library Commission authorizes the City Librarian to sign the Golden Gateway Library Network Membership Application Form.

[COMMENDING LOUIE FIELDS]

WHEREAS, Louie Fields was initially employed by the City & County of San Francisco in June 1961 by appointment with the Board of Education; transferred to Department of Public Works in 1974; and joined the staff of San Francisco Public Library in January 1977; and

WHEREAS, Louie Fields has supervised custodial services at San Francisco Public Library for twenty-three years; and

WHEREAS, the Public Library Commission has contemplated the enormous areas—both indoors and out—and finishes, floorings, carpeting, fabrics, and items that would require cleaning over the course of twenty-three years in this major urban library system; and

WHEREAS, the Public Library Commission has reflected upon the qualities of character, stamina, and virtuous patience that would be necessary through twenty-three annual budget cycles working with the City's purchasing procedures to obtain the custodial supplies and equipment to maintain library facilities; and

WHEREAS, the Public Library Commission is mindful of the contributions Louie Fields has made to the library by supervising clean up after earthquakes, fires, floods, winds, roof failures, pipe failures, flooring and wall failures, and human weakness and mischief; and

WHEREAS, the Public Library Commission has weighed in consideration the tons of furniture and equipment that custodians have moved during Louie Fields' tenure, and the number of room set-ups—including those for every Library Commission meeting for twenty-three years—for which he has been responsible; and

WHEREAS, the Public Library Commission admires the close and cordial relationships that Louie Fields has fostered within custodial services and between custodians and every staff member who depends upon them for services; and

WHEREAS, the Public Library Commission finds that cleanliness *is* next to godliness; now, therefore, be it

RESOLVED, That the San Francisco Public Library Commission commends Louie Fields upon the occasion of his retirement on June 30, 2000, for a career devoted to maintaining public facilities as clean, inviting, and welcoming places; and be it

FURTHER RESOLVED, That the Public Library Commission, on behalf of the people of the City & County of San Francisco, extends thanks to Louie Fields for a job well done.

Lonnie Chin

Steven Coulter

Charles Higueras

Carol Steiman

Dorian Weltman Swig

Fran Streets

PUBLIC MEETING HIGHLIGHTS
LIBRARY BOND IMPROVEMENT PROGRAM

The Library conducted a series of public meetings to inform the public and to gather community input regarding the proposed Library Bond Improvement Program. The following meetings were held:

May 9th	Ortega Branch: Discussed Ortega, Park, Parkside and Sunset Branches, 9 attendees
May 11th	Richmond Branch: Discussed Anza, Presidio, Richmond and Western Addition Branches, 11 attendees
May 17th	Excelsior Branch: Discussed Bayview, Bernal Heights, Excelsior, Portola and Visitacion Valley Branches, 16 attendees
May 18th	Eureka Valley Branch: Discussed Eureka Valley, Noe Valley and Potrero Branches, 13 attendees
May 23rd	Marina Branch: Discussed Golden Gate Valley, Marina and North Beach Branches, 15 attendees
May 24th	West Portal Branch: Discussed Glen Park, Ingleside, Merced and West Portal Branches, 8 attendees

Key issues that were consistently raised at the meetings include the following:

Historic structures/Renovation versus replacement: The Library is committed to maintaining its historic structures, including Carnegie libraries constructed in the early 1900's as well as 1930's and 40's WPA structures. Branches built in the 1950's and 1960's with lesser historic significance will be considered for replacement, if renovation costs are at least 70% of replacement costs. This would be a case-by-case analysis and reviewed in detail with the Library Commission.

Impact of renovations and new branches on operational costs: Because the Library is currently doing expensive, piecemeal repairs on many of these older buildings, the renovations would stabilize maintenance costs and allow them to be reallocated to preventive maintenance in contrast to the current band-aid fixes. Funds now spent on leased facilities could be reallocated for other purposes. Buildings would be designed with staff efficiency in mind; and staffing impacts are only anticipated at the expanded Richmond Branch and the new branch proposed for Mission Bay.

Validity of cost estimates: The cost estimates were prepared based on a phasing schedule and were calculated at the mid-point of the planned time for project construction, so that cost increases over the life of the bond program were included. The Library is committed to developing each project carefully and remaining within the estimated individual project budgets so that all projects will be completed.

Impact of Proposition 14 funds on projects: Proposition 14 is a $350 million statewide bond measure approved by the voters in March 2000. These funds are allocated competitively, which means that San Francisco will have to compete with other cities and counties for these funds. The State provides 65% of project cost and requires that the selected library provide 35%. The Library will apply for funds to assist with several of the branch library projects, but it is not anticipated that the application process will begin until mid-2001. As part of the application process, the Library must show that their 35% funding share is available; and the bond funds could be used to provide this required match.

Expenses that are not covered by the bond: The bond program provides for capital improvements, "bricks and mortar", only. The Friends and Foundation are committed to developing a capital campaign to raise funds for furniture and equipment for all the branches.

Replacement/relocation of library services during construction: The Library is committed to maintaining good library service during the renovation projects. Projects have been phased so that no single neighborhood has all its libraries impacted at the same time. Facilities may be relocated during extensive renovations or mobile service units may be used in some neighborhoods.

June 6, 2000

Status Report on Main Library POE (Post Occupancy Evaluation) Implementation

The Commission approved a framework to address POE issues in March 2000. This is a report-back on the staff's progress on those issues and implementation of POE recommendations.

Funding Issues: George Nichols, Finance Director, is primarily responsible for this area. On April 4, 2000, he reported to the Commission that the balance in the Library Improvement Fund available for Main Library projects was $3,980,165. George continues to monitor this fund closely and will prepare a supplemental appropriation from this fund when specific project priorities and costs have been thoroughly developed.

Building Close-Out Issues: Rich Walsh, Director of Operations and Maintenance, is primarily responsible for this area, but he works closely with his own staff and Ned Himmel, the Chief of the Main Library, on many issues. Rich has updated a listing of outstanding issues with the status of those issues, i.e., those having been completed, those needing design , those needing more information. Many of the outstanding issues have been addressed by the Operations and Maintenance Staff.

The Library is working closely with the Bureau of Architecture, Department of Public Works, to establish a team to work on POE projects. Staff has met with Tara Lamont, Bureau Manager, Peter Wong, Senior Architect and Michael Pierron, who will be working closely with Library staff on developing project designs. Priority projects for development include modification of the ramp into the Atrium at the Grove Street entrance to meet ADA requirements, modification of seismic joint to address moisture leakage, installation of handrails on various stairways throughout the building, modifications to fire doors in the Atrium and the Gallery and identifying corrections for doorstop problems.

The automatic window shade system is one that remains under warranty and is still not performing as anticipated. Rich Walsh and Ned Himmel have met with the manufacturer who has agreed to monitor the system closely. A telephone line is being installed so that the system computer here in San Francisco can be accessed by the company in New York. They will closely monitor the system and hopefully be able to recommend some modifications to programming.

Several other outstanding issues will be addressed through final close-out work with Huber\Hunt Nichols, general contractor on the project. Items include installing UV (ultraviolet) filters and mechanical shades on Atrium windows, installing a system to deter skateboarders on the exterior of the building and repairing signs that were improperly installed.

Brooks Hall: Susan Hildreth, Acting City Librarian, is primarily responsible for these issues, although many other staff are involved in Brooks Hall planning and activities. Compact shelving from the old Main Library has been installed in Brooks Hall and fencing is being installed to protect the archival collection. Materials have been shifted from the Main Library to the compact shelving to free up shelving in the Main so that better access to frequently used materials can be provided. Brooks Hall is paged daily by staff, so users can access material in Brooks. Susan Hildreth continues to meet with other departments, primarily the Department of Telecommunications and Information Services, to develop a program and plans for full utilization of Brooks. $5 million for tenant improvements to Brooks Hall has been included in the proposed library bond program that has been submitted to the Capital Improvements Advisory Committee for consideration.

Alternate Location for Technical Services: Vivian Pisano, Chief of Automation and Technical Services, and Rich Walsh, Director of Operations and Maintenance, are cooperating on these issues. Vivian has worked closely with her staff to identify space needs and will soon begin further work with Cy Silver, library consultant and former facilities planner for the California State Library. Mr. Silver will review staff information and develop a schedule of space requirements for Technical Services. Funds for the construction of a 20,000 square foot support services center have been included in the proposed library bond program. If the bond program does not go forward, Library staff will begin working closely with the Department of Real Estate to identify possible rental locations.

Way-Finding/Signage: Ned Himmel, Chief of the Main Library and Vivian Pisano are working closely on way-finding issues. Vivian is chairing a committee that is reviewing the on-line catalog in relation to directing users to the locations of items cited in the catalog. Ned Himmel and Marcia Schneider, Public Affairs Director, are working closely on signage issues. As mentioned previously, incorrectly installed signage is being repaired. Staff recommends that a signage consultant be hired to develop a master plan for building signage. We are working closely with the Bureau of Architecture to transfer funds to them so that they can assist us in issuing an RFP and selecting a qualified consultant. We anticipate that we would have a signage plan in place later this year.

An interesting way-finding opportunity has emerged for the Library. A start-up company, VIZIT3D.COM, has proposed making a 3D model of the Main Library that could be loaded on the Library's web page or accessed through a CD-ROM. Their work would be pro bono as they would like to create prototypes to demonstrate to potential clients. They are also offering to do such a model for City Hall. The product would serve as a guided tour of the building, both for remote users and patrons in the building using an Internet station. They are a fast-track on this project; and we would anticipate having a model by late summer.

Borrowers' Services/Atrium: Ned Himmel is primarily responsible for managing these issues. He is organizing a staff committee that will closely review all the recommendations regarding this area.

Collection Assessment: Both Ned Himmel and Roberto Esteves, Chief of Information and Resource Management, are working on this project. We have identified a service provided by OCLC, "Automation Collection and Analysis Services" (ACAS) that provides an electronic review of a library's collection as well as a comparison with the collections of a selected group of other libraries. We had allocated Public Library Fund monies for this project and are working closely with OCLC. We are developing, with the assistance of the Collection Management Committee, a workplan and timeline to prioritize this analytical effort and determine how it can be staffed.

DOCUMENTS DEPT.

JUL 27 2000

SAN FRANCISCO
PUBLIC LIBRARY

RESOLUTION # 2000-02 (APPROVED June 6,2000)
RESOLUTION AUTHORIZING SAN FRANCISCO PUBLIC LIBRARY'S MEMBERSHIP IN THE GOLDEN GATEWAY LIBRARY NETWORK:

WHEREAS, the State of California has established the Library of California and seven regional library networks to improve library services on a state-wide and regional basis, and

WHEREAS, the Golden Gateway Library Network is a regional library network developing multi-type library services in the 14 counties of Northern California, including San Francisco, and

WHEREAS, the Golden Gateway Library Network will improve an individual library's access to other libraries' resources and to improve library technology and services throughout the region, and

WHEREAS, San Francisco Public Library perceives the public benefit in joining the Golden Gateway Library Network, and

WHEREAS, the San Francisco Public Library agrees to comply with all provisions of the Library of California Act and Regulations and conditions of membership within the network, and

WHEREAS, the San Francisco Public Library Commission agrees funding for library services should not be reduced as a result of network participation, and

WHEREAS, there are no library or user fees associated with application for membership or for basic services to be provided by the Library of California/Golden Gateway Library Network, and

WHEREAS, the San Francisco Public Library agrees that it will:

Share resources and services with other members of the Golden Gateway Library Network.

Provide resources and services for other members of the Golden Gateway Library Network.

Meet the minimum resource-sharing performance standards of the Golden Gateway Library Network, and

NOW, THEREFORE BE IT RESOLVED that the of the San Francisco Public Library Commission authorizes participation of the San Francisco Public Library in the Golden Gateway Library Network, and

BE IT FURTHER RESOLVED that of the San Francisco Public Library Commission authorizes the City Librarian to sign the Golden Gateway Library Network Membership Application Form.

DOCUMENTS DEPT.
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SAN FRANCISCO
PUBLIC LIBRARY

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San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102
Phone 415.557.4233, Fax 415.557.4240

Willie L. Brown, Jr.
Mayor

Charles A. Higueras, A.I.A.
Acting President

Helen Marte Bautista
Lonnie K. Chin
Steven A. Coulter
Carol Steiman
Fran A. Streets
Darian W. Swig
Commissioners

Susan Hildreth
Acting City Librarian

Michael Housh
Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the regular meeting of Tuesday, June 6, 2000 (As approved amended 8/1/00)

The San Francisco Public Library Commission held a regular meeting on Tuesday, June 6, 2000 in the Koret Auditorium, Main Library.

The meeting was called to order at 5:38PM by Acting President Charles A. Higueras, A.I.A.

The following members were noted present: Acting President Higueras and Commissioners Chin, Coulter, and Streets.

Commissioners Steiman and Swig were noted excused attendance.

MINUTES OF THE MAY 2, 2000 REGULAR MEETING (Agenda Item #1)
Public comment: An anonymous member of the public expressed approval of the Commission's taking approval of the Minutes at the beginning of the meeting agenda, commented on the absence of "alarming" remarks attributed to Commissioner Steiman said to have been made during discussion of changes in the amounts of funds included in a supplemental appropriation for the Library approved by the Board of Supervisors on page 2 of the draft Minutes. The anonymous member of the public additionally suggested several possible interpretations which the anonymous member of the public could make of the a comment of support for "whatever it takes" attributed to Commissioner Steiman. Mr. Peter Warfield found that the draft Minutes were "drained of meaning" citing comments he reportedly had made concerning items addressed in the Minutes concerning items "that he would have wanted [included in the Minutes] were he a Commissioner". Mr. Warfield challenged the accuracy of reported comments attributed to him regarding the Library Supplemental Appropriation specifically regarding mention of $390,000 for six branches increasing to $402,000 for three. Mr. Warfield also observed that he had pointed out an "omission" in the reporting of the discussion of the Library Fines and Fee Schedule rather than that the record was incomplete. He further commended that his point in addressing the matter of the use of a "collection agency" as part of the Library's effort to recover materials or collect overdue fines was that there was a risk that some individuals might possibly have their credit damaged if the Library mistakenly pursued them for overdue materials fines. Mr. Warfield said his comments about a remark by Commissioner Streets describing the Commission's purpose in approving the Events Management Program were reported inaccurately.

The number of members of the public who spoke anonymously at this meeting. 1

Please note: Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

Acting President Higueras requested that the Commission Secretary review the meeting recordings to clarify the Minutes reporting of issues raised by members of the public if necessary.

MOTION: by Commissioner Coulter, seconded by Commissioner Streets for approval of the Minutes with any clarifications of items noted by members of the public found needed by the Secretary upon review of the meeting recordings.

ACTION: Aye 4-0 (Chin, Coulter, Higueras, and Streets)

President Higueras next called Agenda item #7 Library of California/ Golden Gateway Library Network Charter membership out of order.

LIBRARY OF CALIFORIA/GOLDEN GATE LIBRARY NETWORK CHARTER MEMBERSHIP. (Agenda Item # 7)

The Acting city Librarian, Ms. Hildreth introduced Library Chief of Information and Resource Management, Roberto Esteves to make a presentation on the Library's becoming a Charter member of the Library of California's Golden Gateway Library Network. Mr. Esteves recounted the brief history of the Library of California since its creation in 1998 and the development of its component "library networks more recently. He began a PowerPoint presentation (text attached) commenting on the library network's motto " One Library With 8,000 Doors" reflecting that the San Francisco Public library's participation in the network resulted in a reality of its patrons being able to find 8,000 libraries accessible through one door. Mr. Esteves described in extensive detail the kind of libraries participating in the statewide systems, the kinds of access possible, and discussed aspects of how patrons might use the expanded information resources available. Mr. Esteves noted the creation of a statewide library card, the development of draft laws, regulations, and policies , the creation of a Library of California Board of Directors and staff, new regional library networks funding, the granting of funding for Z39.50 protocols to improve catalog compatibility among member libraries, and increased access to the Rand California database. Mr. Esteves then identified the various regional library networks be created under the aegis of the Library of California, reported on proposed upcoming stages in the statewide expansion, development and growth of the network, and in the next year as creation of "regional resource libraries", including San Francisco Public eligible for additional funding and resource development support. Mr. Esteves finally highlighted details of the areas of primary emphasis in the early development among the member libraries of the Golden Gateway Library Network as well as the requirements and benefits of becoming a Charter member of the library network. The Acting City Librarian called the Commissioner attention to the draft resolution before them for approval of the Library's participation as a Charter Member of the Golden Gateway Library network.

Public comment: Mr. Timothy Gillespie remarked on the enthusiasm of Mr. Esteves' presentation comparing it to a previous report Mr. Esteves had made to the Library Commission concerning the Library Express program and alleging that this previous presentation had been a network of knowing falsehoods or very poorly researched. Mr.

The number of members of the public who spoke anonymously at this meeting. 1

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Gillespie additionally inquired if patrons would be charged a fee for obtaining answers to reference questions requested through the system. An anonymous member of the public recalled monumental concerns raised by discussion two years ago before a Commission Committee concerning the Library's installation of Z39.50 software suggesting that this presentation provided an answer to questions unresolved at that time. The anonymous member of the public additionally questioned mention of a "virtual ethnic service center" in the presentation as a debasement of the term ,"virtual", rendering it synonymous with ersatz. An anonymous member of the public questioned how much participation in this "virtual" network would impact the Library's "real" services. Ms. Deborah Doyle spoke strongly in favor of participation by the Library in the network, emphasizing the value and importance of participating with other libraries in wider networks making increased library services available. Mr. Peter Warfield echoed agreement with comments of some of the previous speakers suggesting that many promises had been made without specifics, further suggesting that previous installation of Z39.50 software provided patrons of other libraries with access to our library's catalog but did not benefit San Francisco's library patrons. Mr. Warfield opined that this report confirmed suspicions concerning the purpose of the (Z39.50) software and noted a lack of mention of books in Mr. Esteves presentation.

In response to a question by Commissioner Streets regarding any potential fiscal risk to the San Francisco Public Library through its participation in the Library of California, the Acting City Librarian described the existing and planned funding mechanisms which will secure appropriate reimbursement for services provided through participation in the Golden Gateway Library Network. Mr. Esteves and Ms. Hildreth further explained how the library's assets would be enhanced and protected through participating in the system. In response to questions by Commissioner Coulter, Mr. Esteves clarified that a requirement of membership in the network was that no fees be charged to members or patrons for system services and that the system indeed facilitated inter-library loans among the collective circulating book collections of the participating libraries. Mr. Esteves also further noted that the Z39.50 software equally provided access for other library's patrons to our collections and by our patrons to all of the other linked library's collections. The Chief of Information and Resource Management discussed how this linkage can significantly increase the range and depth of resources available in libraries throughout the region, noting the great success of such consortia in other states. In response to a question by Commissioner Chin, Mr. Esteves noted that the California network would be the nation's largest. The Acting City Librarian also discussed the existing nationwide inter-library linkages and some of the background issues which slowed creation of this kind of network in California. Responding to a query by President Higueras, Mr. Esteves explained how professional standards and the needs of various types of library would be accommodated in the network and explicitly pointed out that the San Francisco Public Library would gain resources rather than face any risk of loss through participation in the network. Mr. Esteves informed Commissioner Chin that he was unaware of any libraries declining to participate. Ms. Hildreth discussed challenges that some school district libraries and less organized non-public libraries might face in participating in the statewide system. In answer to President Higueras concerning

special outreach to lesser served, rural, and minority community libraries, Ms. Hildreth and Mr. Esteves suggested that a waiver process could facilitate participate. President Higueras suggested additional language specifically noting that there would be no additional cost to the San Francisco Public Library resulting from participation in the Golden Gateway Library Network. The Acting City Librarian agreed that addition of language to the template text of the suggested membership resolution for clarification that if future fees were imposed participation could be reconsidered would be appropriate.

MOTION: by Commissioner Chin, seconded by Commissioner Streets that the San Francisco Public Library adopt a resolution (text attached) describing the nature of and obligations involved in becoming a Charter Member of the Golden Gateway Library Network with amendments specifying that San Francisco Public Library funding would not be reduced through participation in the network and that no library or user fees would be associated with use of system library services provided through membership in the Library of California/Golden Gateway Library Network.

ACTION: Aye 4-0 (Chin, Coulter, Higueras, and Streets)

BRANCH LIBRARY CONSTRUCTION AND IMPROVEMENT BOND UPDATE (Agenda Item #5)
Acting City Librarian Susan Hildreth informed the Commissioners concerning recent activities in the process of placing a General Obligation Bond for branch library construction and improvements on the November Municipal Election ballot. The Acting City Librarian announced that a Board of Supervisors Resolution of Public Interest and Necessity had been introduced, that an Ordinance to place the issue before the voters was about to be introduced, and that a postponed meeting of the Capital Improvements Advisory Committee, (CIAC) to consider the bond proposal had been rescheduled. She then discussed a series of community meetings held during May 9 through 24, 2000 in each of the branch library clusters to inform the community regarding the proposed bond and to gather public comment and input on the proposal. Ms. Hildreth pointed out that at each of the meetings the individual aspects of the branches in that cluster were discussed. Ms. Hildreth mentioned among concerns raised at the meetings were strong support for the Library's commitment to preservation of the historic "Carnegie" and "WPA" branch buildings. She additionally addressed questions concerning the impact of renovations on the Library's overall budget and specific concerns with the accuracy of the projects estimated costs. The Acting City Librarian discussed how the projects would be budgeted so as to assure full funding for all of the proposed construction, repair, and renovation projects through the completion of the bond program. Ms. Hildreth noted interest in using Prop. 14 (State Library Improvement and Construction Bond) funding to expand options for the most competitive branch projects. She also addressed the Library's plans for management of impacts on library services during the projects.

Public comment: An anonymous member of the public challenged the legality of the Commission's use of various documents related to the bond proposal contending that they

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were not properly noticed as explanatory documents in the agenda as required whenever possible by the Sunshine Ordinance. The anonymous member of the public alleged previously presented documents related to the proposed bond measure also had not been properly noticed and some documents were not made available to members of the public other than the anonymous member of the public . The anonymous member of the public announced an intention to oppose the bond proposal at every juncture. The anonymous member of the public suggested the vote on the bond measure could seen as be a referendum on the Commission and observed that in the view of the anonymous member of the public the public might prefer that the Commission build libraries in Utah so as to minimize any harm. The anonymous member of the public further contended that the bond proposal was a sham. Mr. Ed Regan suggested that the Department of Public Works produce pamphlets concerning the proposed work plan for each branch library. Mr. Jim Kirwin commented that the $130 million bond issue was a sad commentary on San Francisco, criticized the Main Library, the management of the library collections, the actions of past and present Library Commissioners, questioned the validity of the project cost estimates, challenged the amount of funding allocated to improvements to Brooks Hall, made allegations of duplicity, urged that neighborhood patrons have input into any plans, regretted loss of the old Main Library, announced that the Commission would have to contend with his opposition, and expressed a wish that the Commissioners would all resign. Mr. Timothy Gillespie observed here we go again, agreed with a previous speaker's comment that the bond proposal could be viewed as a referendum on the Library, and noted that despite living 4,000 miles from San Francisco he was aware of opinions which held that the Main Library was a "poster child" for incompetence. Mr. Gillespie contended that there had been no need for a new main library, that the entire project had been a n effort to suck money from the public, that despite public support for libraries and many "pitches" the bond proposal would be a referendum on the Library, and that he regretted that he would not be here to witness it. Peter Warfield noted that some previous plans, including bond proposals, put forth by the Library have had problems, and that the Library Commission had a duty to be financially responsible, Mr. Warfield asked what the Commission intended to do to avoid problems on this occasion.

Commissioner Coulter discussed the Commission's heretofore limited role in moving the bond proposal forward, noting that leadership on this issue was coming from the Friends /Foundation and the community, commented on the lessons learned through hard earned experience gained through past difficult projects such as the Chinatown Branch Library renovation project. Commissioner Coulter noted strong support for the proposed bond issue by members of the Board of Supervisors, and recent supportive newspaper editorials despite the negative views by a small number of individuals. The Commissioner additionally pointed to the high daily numbers of library patrons system wide, many enhancements of collections, and in recent years the addition of popular new services provided by San Francisco's libraries. Commissioner Coulter also noted favorably the proposed relocation of Tech Services to its own site and inclusion of funds for the improvement of Brooks Hall.

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President Higueras speaking from his experience as a professional architect responded to a public comment concerning how the Commission proposed to avoid some of the problems experienced with previous projects by an extensive recitation of the many changes in budget preparation and controls and oversight made by the Commission in its supervision of Library projects. The Acting Commission President specifically noted the great success of the Mission Branch renovation and the Ocean View Branch construction project. President Higueras strongly emphasized that an effective and balanced relationship with the Bureau of Architecture, Department of Public Works had been created and would be maintained throughout the life of the bond project to assure that the Library as user of the facilities got the in depth budget preparation, careful project management, and ultimate delivery of high quality of work to best serve the needs of the people of San Francisco. Acting President Higueras requested that the Acting City Librarian provide the Commissioners with regular updates as the bond proposal goes forward.

The Acting Commission President next outlined how the Commission proposed to address the remaining items on the meeting agenda. Agenda item # 4, a Main Library Post Occupancy Evaluation (POE) Report would be addressed next, then item #5 Commendatory Resolutions, next item #6 the Acting City Librarian's Report, then item #7 Summer Reading, and then the rest of the agenda in order. At the suggestion of the Acting City Librarian item #8 would be a report on the Events Management Program.

POST OCCUPANCY EVALUATION UPDATE (Agenda item #6)

The Acting City Librarian presented an update report on the status of the Library's response to the recommendations included in the Post Occupancy Evaluation (POE) of the Main Library, (copy attached). Ms. Hildreth named the management team she had assembled with primary responsibility to address these issues including Mr. Ned Himmel, Chief of the Main, Mr. George Nichols, Library Finance Director, and Library Operations and Maintenance Director, Mr. Rich Walsh as well as herself, with extensive support by many other library staff members. She noted that financial issues would be addressed by Mr. Nichols, with specific attention to funds available through the existing Library Improvement Fund and supplemental appropriations for individual projects. Overseeing building close out and warranties matter s has been the task of Mr. Walsh, who was reported to have made significant progress in determining the status of remaining building close out work, maintained good and effective working relationships with Department of Public Works staff assigned to facilitate remaining completion of Main Library projects, and moving forward on a number of projects such as ADA modification of the Grove Street entrance ramp, improving the building seismic seals to eliminate leakage, and installation of handrails, fire doors, and door stops throughout the building. The Acting City Librarian noted that the automatic window shades were still under warranty and that staff was working with the company to improve its performance. Additionally, Ms. Hildreth reported that primary contractor Huber, Hunt, Nichols had agreed to fund close out work providing ultra-violet screening on atrium windows, installing anti-skateboarding fixtures on the exterior of the

building, and repairing improperly installed signage. Ms. Hildreth informed the Commissioners that she had taken on primary responsibility for Brooks Hall, noting installation of Old Main compact shelving and security fencing to create secure storage allowing transfer of some archival and other collection from the Main Library. The Acting City Librarian reported continuing efforts to develop cooperative planning with other city departments for future improvements in Brooks Hall pointing the inclusion of $5 million in the proposed bond issue for this work. Regarding the relocation of Tech Services proposed in the POE, Ms. Hildreth identified Library Chief of Technical Services, Ms. Vivian Pisano and Operations and Maintenance Manager Mr. Rich Walsh as lead staff Ms. Hildreth also pointed out inclusion of funds in the bond proposal for creation of a support services center, noting that, should that not work out other alternatives, such as rental locations, could be considered. The Acting City Librarian brought the Commissioners up to date on the on-going efforts to improve Main Library signage, to improve the match between signage and directions included in the on-line catalog to assist patron ability to find materials. Ms. Hildreth mentioned efforts by Main Library staff to install temporary signs to help patrons find most frequently requested locations, and reported a proposal that the Library receive a Pro Bono three dimensional online or on disk model of the building by a new high tech company, Visit 3-D .Com, which could also assist in way finding. Ms. Hildreth reported on work to improve Borrower Services and collection management to be done through extensive involvement by staff committees. The Acting City Librarian proposed to develop a number of projects which she would then bring before the Commission for its consideration and approval of supplemental appropriations from the Library Improvement Fund to complete the projects.

Public comment: An anonymous member of the public suggested that the agenda item as the previous item was improperly noticed, lacking description of the explanatory materials, found the report to be vague and non-specific except as regarding the automatic window shades, suggested that were the anonymous member of the public a member of the Library Commission the anonymous member of the public would want to know what was meant by the descriptions in the report. Mr. Peter Warfield agreed with the previous speaker that the verbiage in the report was non-specific, criticized a perceived lack of details of priorities and work plans to address issues called out in the POE, and expressed concern with the descriptions of proposed collection assessment efforts mentioned in the update report. Mr. Warfield expressed a belief that collection assessment had been deficient, noted a City Librarian comment that more money was needed for books, and contended that the Library devoted great efforts to other matters before considering adding books and materials. Mr. Warfield expressed a fear that library administration felt the book collections to be too large and that there was a continuing reluctance to spend more on books and materials.

Commissioner Coulter applauded the assignment of specific staff individuals with responsibility to oversee specific aspects of the response to the POE and expressed a wish that in future reports include greater specificity as work goes forward, noting significant progress already. Acting President Higueras observed that there would be a great number of projects underway and requested creation of a spread sheet to identify all of the on-going

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work to facilitate tracking and development of a companion document detailing the budget and costs of the individual tasks for Commission review as projects go forward.

COMMENDATORY RESOLUTIONS (Agenda Item #3)
The Acting City Librarian requested that the Commissioners approve resolutions honoring the skilled and devoted service of three library staff members who would be retiring on June 30, 2000. Ms. Hildreth described the exemplary work provided to the library throughout distinguished careers and decades of outstanding public service by Sally Houston, Manager of Periodical Processing, Debbie Cornue, Assistant Chief of Branches, and Lou Fields, Manager of Library Custodial Services

Public comment: Mr. Warfield noted that he had only two copies of proposed resolutions and suggested that the resolutions be read. Mr. Ed Regan agreed with the resolutions and expressed appreciation for the retiring staff member's work.

Commissioner Streets noted that the Commission had not previously been requested to issue such resolutions and asked if such commendatory resolutions would become a regular item in the future. The Acting City Librarian suggested that this would be an appropriate way for the Library to annually honor retiring staff members for their outstanding public service. Various Commissioners expressed appreciation for the dedication and hard work of these retiring library staff members and approved of this means of honoring their service to the Library.

MOTION: by Commissioner Coulter, seconded by Commissioner Streets for approval of the proposed honorary resolutions for Sally Houston, Debbie Cornue, and Lou Fields.

ACTION: Aye 4-0 (Chin, Coulter, Higueras, and Streets)

ACTING CITY LIBRARIAN'S REPORT (Agenda Item #2)
Acting City Librarian Susan Hildreth informed the Commissioners concerning the plans and schedule for the opening ceremonies for the new Ocean View Branch Library on June 7, 2000. Ms. Hildreth notified the Commissioners that the second term of Mrs. Virginia Gee, San Francisco's representative on the Bay Area Library and Information Systems Advisory Board (BALIS) was ending and that a vacancy notice had been posted by the Rules Committee of the Board of Supervisors for the position for her replacement. Ms. Hildreth reported that the Board of Supervisor's Rules Committee had calendared consideration of applicants for this position at its June 22, 2000 meeting. Additionally, Ms. Hildreth noted that the Main Library would be closed on Sunday, June 25, 2000 in conjunction with Gay Pride activities in Civic Center. The Acting City Librarian also reported on two additional matters which had come to her attention after the agenda was posted, that the Marina Branch would be closed from July 3 through September 5, 2000 to allow installation of new overhead lighting funded through the Bureau of Energy Conservation. Ms. Hildreth then explained the situation which prevented posting of the meeting agenda and Minutes on the Library's website prior to the meeting and the steps which had been taken to assure timely future posting of Commission agendas and Minutes.

Public comment: An anonymous member of the public contended that Mrs. Gee's term as BALIS representative had expired in December 31, 1999 and the anonymous member of the public, after waiting five months and perceiving no steps being taken to seek a replacement called the matter to the attention of the Board of Supervisors by applying for the position. The anonymous member of the public reported that the Clerk of the Rules Committee had informed the anonymous member of the public that the appointment would be scheduled for the Committee's June 2, 2000 meeting but the anonymous member of the public speculated that word of his application resulted in consideration of applicants being delayed. The anonymous member of the public described the position as being problematic, noting that the BALIS representatives prior to Virginia Gee had all been Library Commissioners and that the Commission's actions on this appointment reflected the Library Commission's consistent record for decades of refusal to tolerate dissent, refusing to accept public input, refusing access to public documents, refusing public participation, and cutting off public participation whenever possible. The anonymous member of the public stated that the anonymous member of the public's interest in this position was because it was supposed to represent the underserved and that this purpose had not been met when Library Commissioners served as representative. Mr. Ed Regan opposed closure of the Main Library in conjunction with the Gay Pride activities in civic center. Mr. Peter Warfield agreed with the previous speakers opposition to closing the Main Library during Gay Pride activities and expressed a belief that would be a good opportunity for people who are visiting in the area to see the Library.

In response to a query by Commissioner Chin concerning BALIS term limits, Ms. Hildreth explained that a clarification of exactly what was the correct term in office of the BALIS representative appeared to be needed. The Acting City Librarian noted that BALIS and Mrs. Gee reported that the term of office had been changed from December 31 to December 31 for two years to June 30 to July 1 for two years. She additionally explained that there could be two terms in office by the BALIS representative. Commissioner Coulter, seconded by Commissioner Chin, lauded the outstanding job done by Virginia Gee in representing San Francisco on the BALIS Board. Commission Chin emphasized the importance that the representative should be knowledgeable about serving underserved communities. The City Librarian noted that this was a Board of Supervisor's appointment and no action was needed by the Commission.

Acting President Higueras, after consultation with the Acting City Librarian, called for the Summer Reading Report as the next item continuing discussion of the Events Management report to a later date.

SUMMER READING (Agenda Item #4)

Chief of Children and Youth Services, Toni Bernardi presented a detailed report to the Commissioners on the on-going Summer Reading program, the Library's largest annual special effort. Ms. Bernardi expressed thanks for the extensive support for these programs provided by the Friends and Foundation of the San Francisco Public Library, and outlined in detail the reading clubs, the more than 250 special kinds of programs over a 9 week period

offered through the Summer Reading Program, including pre-school, lap sit, and film and video programs. Ms. Bernardi highlighted the contributions of the Teen Advisory Council in creating the Teen Read 2000 Summer reading program, pointing out then special efforts of Matthew Maragi in designing the Teen Summer Reading Program and the Kid Power Posters. Ms. Bernardi then described the countless hours of hard work donated through the Kid power program in making the Summer Reading operate. The Chief of Children and Youth Services lauded the hours hard work provided by Library staff in carrying out this most important annual effort.

Public comment: none offered

Commissioner's Chin, Coulter, and Streets commended the staff and volunteers for an outstanding effort.

LABOR UNION REPORT (Agenda Item #9)

None offered

NEW BUSINESS (Agenda Item#10)

None offered

PUBLIC COMMENT (Agenda Item #11)

Mr. Ed Regan requested extension of library public service hours and consideration of use of the former Ocean View branch facilities as a reading center without staffing. Mr. Glenn Ramiskey expressed support for the proposed Branch Library Construction and Improvement Bond and commended the Commission's efforts on its behalf. An anonymous member of the public suggested that some Commissioners might be chagrined by the City Librarian's recommendation that the Commission not make any recommendation concerning appointment of the BALIS representative, observing that the Library Commission had improperly done so in the past. The anonymous member of the public reported that following the anonymous member of the public's recommendation for appointment as the BALIS representative by the Board of Supervisors Rules Committee, the former City Librarian Mr. Ken Dowlin had made a "gentlemen's agreement" to support the anonymous member of the public's appointment as the San Francisco BALIS representative in the interest of promoting a reduction in conflict, but that that "agreement" had been opposed by members of the Commission who actively worked to block the anonymous member of the public's appointment. The anonymous member of the public wondered at a Commissioner's expression of surprise at the personal animosity expressed by members of the public when commenting before the Commission. Mr. Peter Warfield commented on a previous discussion related to the Library's participation in the Library of California to clarify that his comments did not ignore the fact that inter-library loans involved books, but that his issue was that this program did not add books on the library's shelves. Mr. Warfield also commented that there were charges for obtaining an inter-library loan, that getting materials took a very long time to arrive, and that people wanted material in the library without inter-library loan waits or fees. Mr. Warfield asked if the ban on fees related to participation in the library network meant an end to inter-library loan fees.

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ADJOURNMENT (Agenda Item #12)

Public comment: An anonymous member of the public called attention to the fact that State Librarian Dr. Kevin Starr had recently undergone serious surgery and suggested that the Commissioner's might wish to adjourn wishing him well.

MOTION: that the meeting be adjourned was moved by Commissioner Streets, seconded by Commissioner Chin.

ACTION: APPROVED Aye 4-0 (Chin, Coulter, Higueras, and Streets)

The meeting was adjourned at 7:38PM

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Michael Housh, Commission Secretary 6/20/00

Minutes of the Regular Commission Meeting
of June 6, 2000

Appendix A

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Minutes of the Regular Commission Meeting of June 6, 2000

Appendix A

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, June 6, 2000

Item 1:
Approval of the May 2, 2000 Minutes

"I note that 'Approval of the Minutes' is back at the beginning of the agenda where it makes sense. The irrationality and the arbitrary and capricious nature of putting it toward the end was salutary in revealing the character of this commission.

On page 2, there was a discussion of the changes in appropriations sent to the Supervisors. During that discussion, Commissioner Steiman said, rather alarmingly, that she was in favor of whatever it takes. She may have meant that she was against the previous policy of a cost benefit analysis and she was in favor of whatever expenditures that could be made no matter how little the benefit. Or, she may have meant that she was in favor of supporting whatever lies she was given to support. Either way, her statement should have been included in the minutes."

Minutes of the Regular Commission Meeting of June 6, 2000

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, June 6, 2000

Item 2:
City Librarian's Report

"The fact is Ms. Gee's appointment as BALIS representative expired on December 31, 1999. I waited for a number of months to be certain that nothing was going to happen without initiating something myself. Finally, toward the end of May, I put in my own application. I was assured by the clerk that my appointment would come up on June 2. Somehow my reputation preceded me, because it was delayed.

Every appointment before Ms. Gee had been a sitting library commissioner. The handling of the appointment of Ms. Gee sent a message that this Commission would not tolerate dissent, or alternative views. This Commission has consistently refused to accept public input, refused access to public documents, and cut off public participation wherever possible.

My interest in this position has been because it is supposed to represent the underserved. The consistent thwarting of that representation has been a crucial issue."

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, June 6, 2000

Item 5:
Branch Library Improvement General Obligation Bond

"Yet again, you have documents before you that are not noticed on the face of the agenda as explanatory documents. This is a repetition of the same violation of the Sunshine Ordinance as the last meeting.

This bond program should go before the voters so that the people can confirm that 'you can't fool all the people all the time.' If the citizens of San Francisco knew what was coming, they would pay you to build libraries in Utah, away from population centers so you could do as little harm as possible.

This bond proposal will be a referendum on all of your fraud, contempt and duplicity of the past. This is nothing more than an attempt to create another major payday for the people who have been feeding at the trough of this library with no benefit to the citizens for far too long."

Minutes of the Regular Commission Meeting of June 6, 2000

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, June 6, 2000

Item 6:
Main Library Post Occupancy Evaluation Report

"If the previous item was a hundred percent violation of the Sunshine Ordinance, this is only a sixty percent violation. There is no mention on the face of the agenda that there are explanatory documents, but there are explanatory documents attached to the agenda. Still, this is not the compliance that you are expected to give the public.

I have never seen such a collection of noncommittal and nonspecific verbs. People are 'reviewing,' 'looking,' and 'monitoring.' What they are monitoring are 'issues' and forming committees. The only thing actually being done is someone is monitoring the window shade system from New York City. A hypothetical commissioner should want some specifics about what it means to review an issue, not just that the issue is being reviewed."

Minutes of the Regular Commission Meeting of June 6, 2000

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, June 6, 2000

Item 7:
Library of California/Golden Gateway Library Network Charter Membership

"A couple of years ago there were extensive discussions about the implementation of Z39.50. We were wonder where that was going. This seems to be the answer to that question.

This is of serious and monumental concern. In the presentation there was reference to 'virtual ethnic service centers.' We have seen this term 'virtual' be made to stand on its head, as if it meant 'ersatz.' Is it a virtual center, virtual service or virtually ethnic?

The crucial question is, How much is this going to impact the real virtual service? I don't think we can just sit back and assume that the reimbursement is going to be fair or compensatory. If it is not, the effect could be devastating."

Minutes of the Regular Commission Meeting of June 6, 2000

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, June 6, 2000

Item 11:
Public Comment

"This commission has always made a recommendation on the BALIS appointment and the Board of Supervisors has always followed that recommendation. It is a conflict of interest not only to make a recommendation, but to recommend one of yourselves. Ms. Hildreth is to be congratulated for ending that destructive practice.

At the time of Ms. Gee's appointment, I believe City Librarian Dowlin was supporting my appointment. He congratulated me warmly because I think he felt that there needed to be some cessation of the hostilities that existed at that time. The leadership of this Commission would not hear of such a breach in the hostilities, and moved to block the appointment.

I am a bit surprised that a commissioner says that he is surprised by the level of animosity. I wonder at that. What does he expect?"

Minutes of the Regular Commission Meeting of June 6, 2000

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, June 6, 2000

Item 12:
Adjournment

"My understanding is that our State Librarian, Dr. Kevin Starr, has undergone a quadruple bypass surgery. I also understand that he is doing quite well.

This might be an appropriate time to wish him a, 'get well Dr. Starr.'"

Draft Minutes of the Regular Commission Meeting of June 6, 2000

Appendix A

The number of members of the public who spoke anonymously at this meeting. 1

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, June 6, 2000

Item 12:
Adjournment

"My understanding is that our State Librarian, Dr. Kevin Starr, has undergone a quadruple bypass surgery. I also understand that he is doing quite well.

This might be an appropriate time to wish him a, 'get well Dr. Starr.'"

Appendix A

The number of members of the public who spoke anonymously at this meeting. 1

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Summary of Public Comment Made at SFPL Commission Meeting of June 6, 2000, Regarding Item 1, Minutes

I'd like these things that were said included in the Minutes:

Putting the Minutes late in the agenda, as was done in the last several meetings, violates Robert's Rules, violates the Commission's own long past practice, and violates common sense. I am pleased that the Minutes are again Item 1.

The Supplemental Appropriation approved by this Commission provided $390,000 to upgrade six branches. However, not two months later, the Board of Supervisors was told $402,000 would be needed to upgrade just three.

Fine and Fee Schedule I expressed concern that the library would damage the credit of patrons with *reportedly* unpaid fines. Record inaccuracy could add to problems.

Events Management Commissioner Streets said the Commission would never have authorized the Events Management MOU with the Foundation had it known what it learned from the Events Management Report just delivered – that none of the income received could go to the library.

Peter Warfield

Appendix A

The number of members of the public who spoke anonymously at this meeting. 1

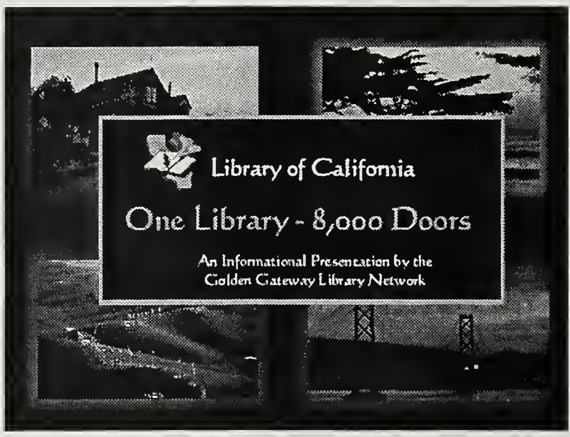
These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

Summary of Public Comment Made at SFPL Commission Meeting of June 6, 2000, Regarding Item 2, Library of California Presentation

We have seen a great many promises but a shortage of specifics in the report just presented.

I am also concerned that the program described did not mention acquisition of books or materials for use by library patrons. Acquiring additional materials would be a significant part of making the library a better place for its patrons.

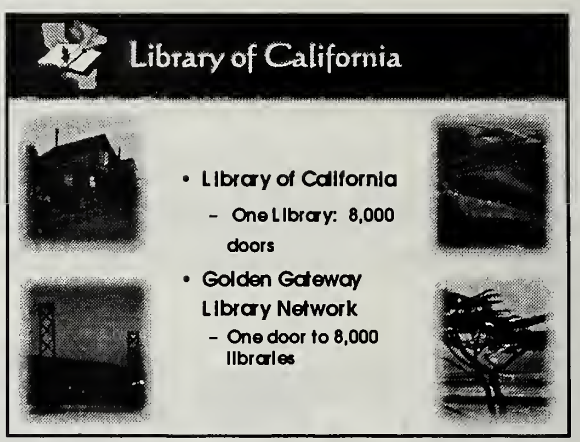
Peter Warfield



Library of California

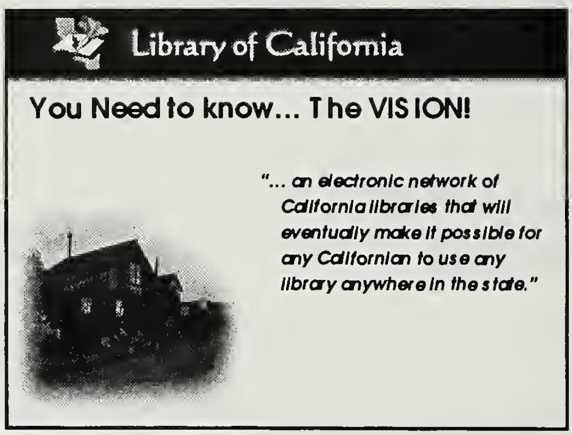
One Library - 8,000 Doors

An Informational Presentation by the
Golden Gateway Library Network



Library of California

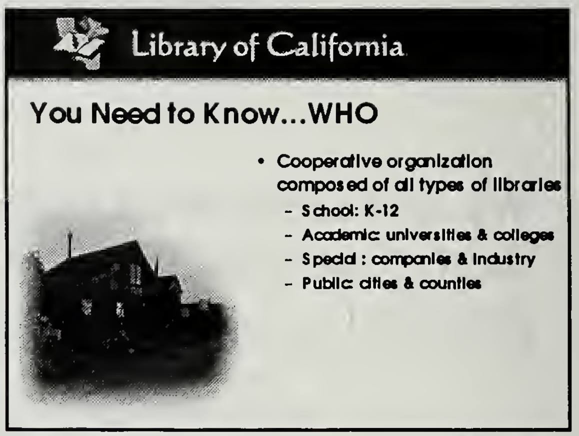
- Library of California
  - One Library: 8,000 doors
- Golden Gateway Library Network
  - One door to 8,000 libraries



Library of California

You Need to know... The VISION!

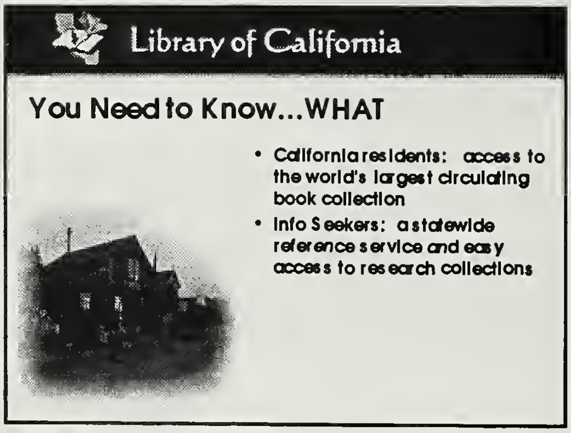
"... an electronic network of California libraries that will eventually make it possible for any Californian to use any library anywhere in the state."



Library of California

You Need to Know...WHO

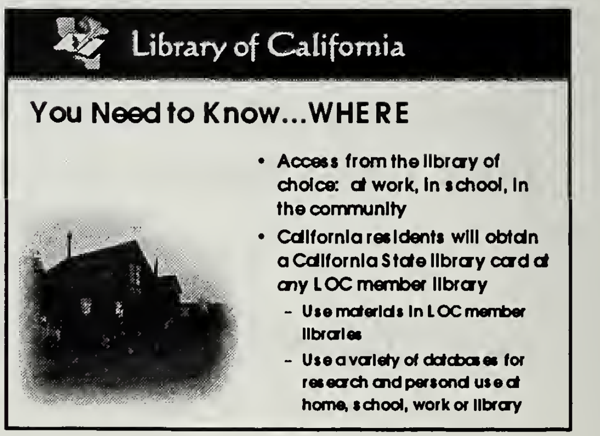
- Cooperative organization composed of all types of libraries
  - School: K-12
  - Academic: universities & colleges
  - Special : companies & industry
  - Public: cities & counties



Library of California

You Need to Know...WHAT

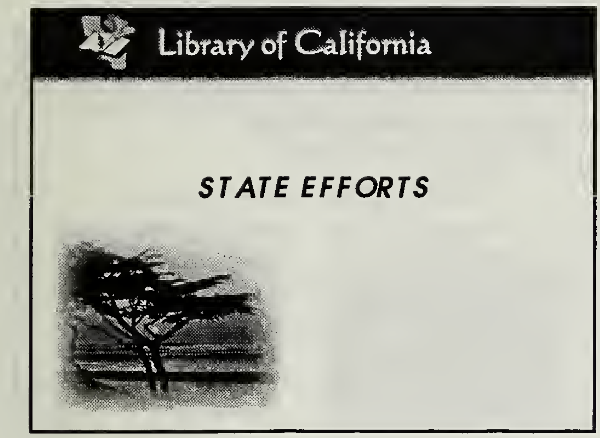
- California residents: access to the world's largest circulating book collection
- Info Seekers: a statewide reference service and easy access to research collections



Library of California

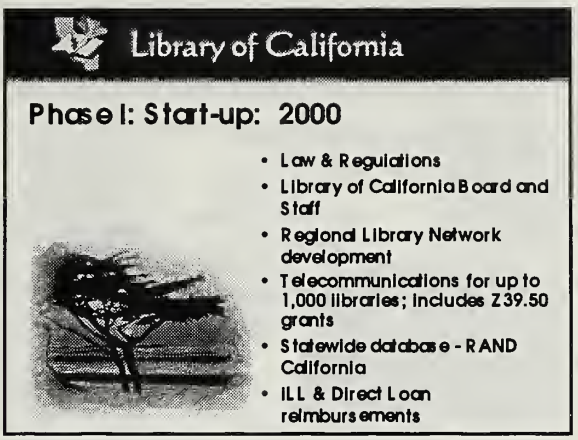
You Need to Know...WHERE

- Access from the library of choice: at work, in school, in the community
- California residents will obtain a California State library card at any LOC member library
  - Use materials in LOC member libraries
  - Use a variety of databases for research and personal use at home, school, work or library



Library of California

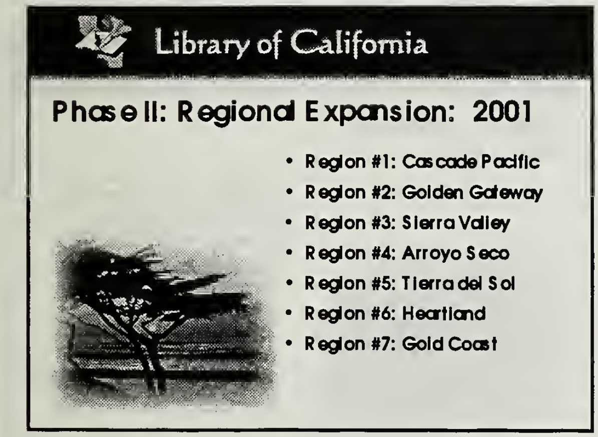
STATE EFFORTS



Library of California

Phase I: Start-up: 2000

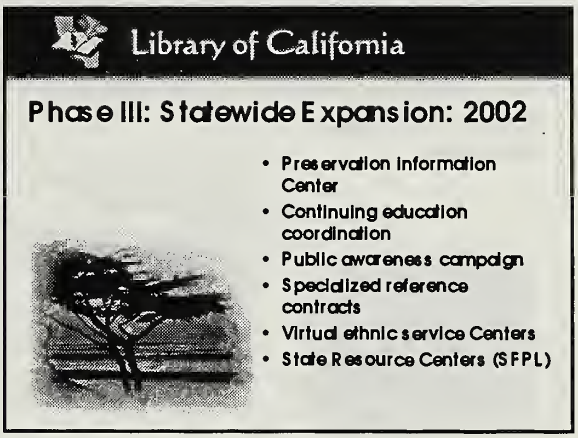
- Law & Regulations
- Library of California Board and Staff
- Regional Library Network development
- Telecommunications for up to 1,000 libraries; includes Z39.50 grants
- Statewide database - RAND California
- ILL & Direct Loan reimbursements



Library of California

Phase II: Regional Expansion: 2001

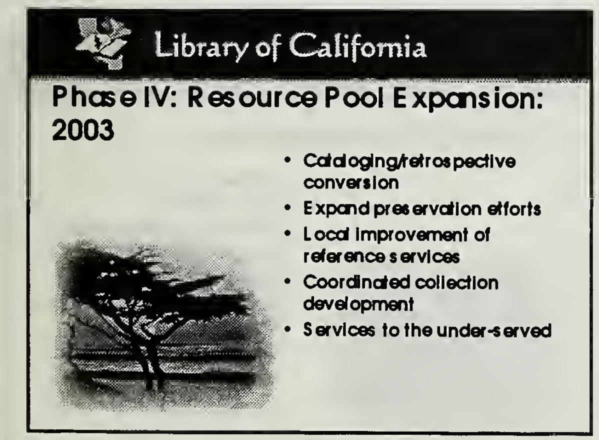
- Region #1: Cascade Pacific
- Region #2: Golden Gateway
- Region #3: Sierra Valley
- Region #4: Arroyo Seco
- Region #5: Tierra del Sol
- Region #6: Heartland
- Region #7: Gold Coast



Library of California

Phase III: Statewide Expansion: 2002

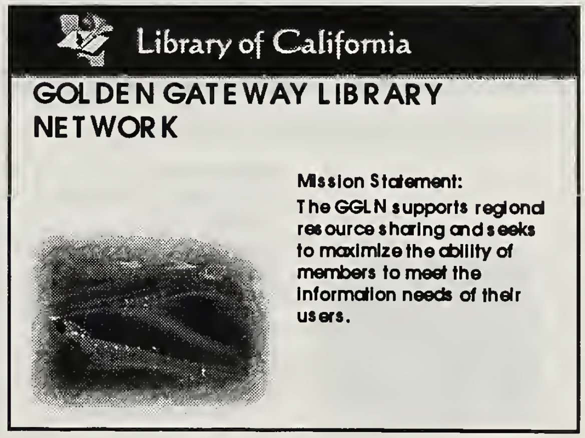
- Preservation information Center
- Continuing education coordination
- Public awareness campaign
- Specialized reference contracts
- Virtual ethnic service Centers
- State Resource Centers (SFPL)



Library of California

Phase IV: Resource Pool Expansion: 2003

- Cataloging/retrospective conversion
- Expand preservation efforts
- Local improvement of reference services
- Coordinated collection development
- Services to the under-served

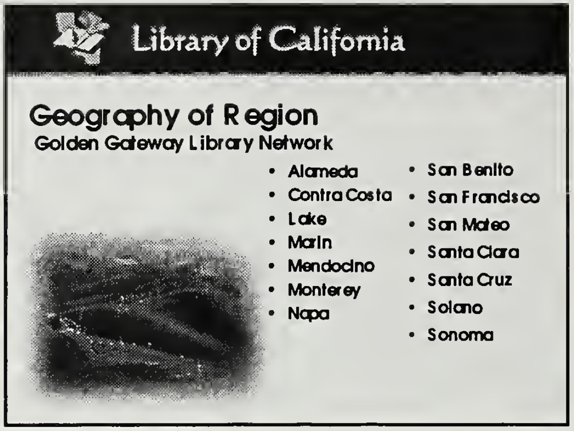


Library of California

GOLDEN GATEWAY LIBRARY NETWORK

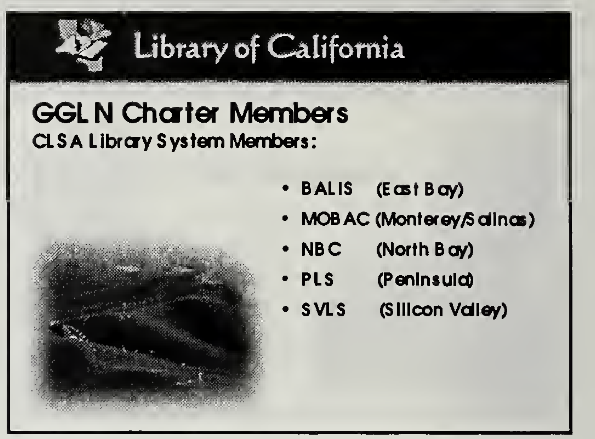
Mission Statement:

The GGLN supports regional resource sharing and seeks to maximize the ability of members to meet the information needs of their users.


Library of California

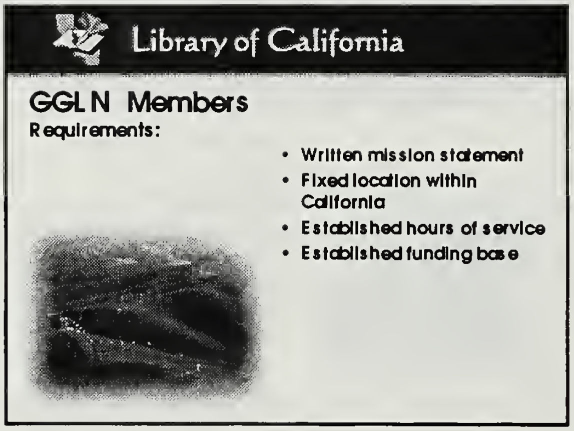
Geography of Region
Golden Gateway Library Network

- Alameda
- Contra Costa
- Lake
- Marin
- Mendocino
- Monterey
- Napa
- San Benito
- San Francisco
- San Mateo
- Santa Clara
- Santa Cruz
- Solano
- Sonoma


Library of California

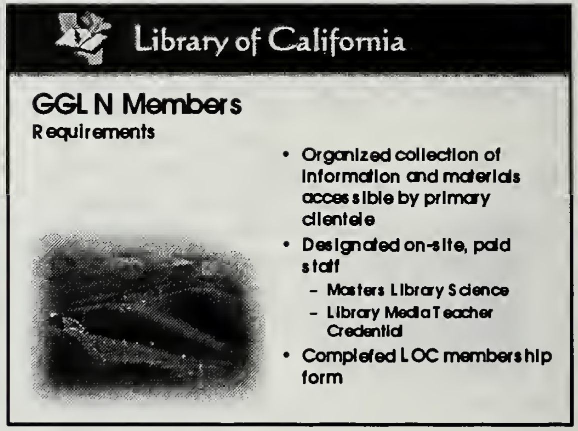
GGLN Charter Members
CLSA Library System Members:

- BALIS (East Bay)
- MOBAC (Monterey/Salinas)
- NBC (North Bay)
- PLS (Peninsula)
- SVLS (Silicon Valley)


Library of California

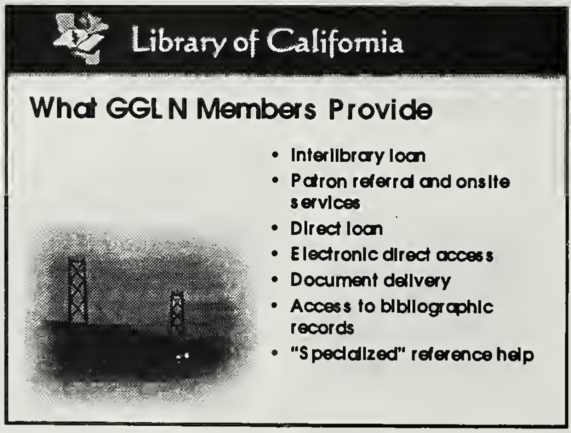
GGLN Members
Requirements:

- Written mission statement
- Fixed location within California
- Established hours of service
- Established funding base


Library of California

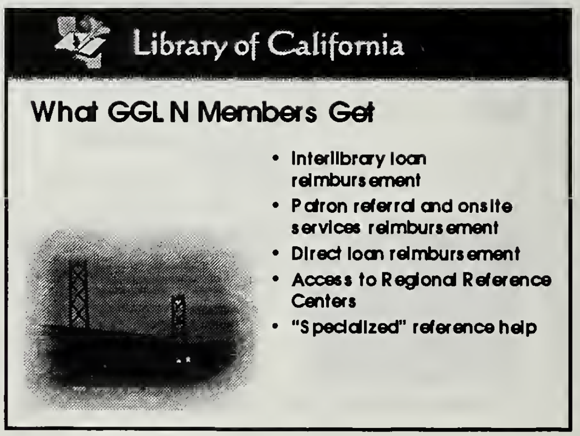
GGLN Members
Requirements

- Organized collection of information and materials accessible by primary clientele
- Designated on-site, paid staff
  - Masters Library Science
  - Library Media Teacher Credential
- Completed LOC membership form


Library of California

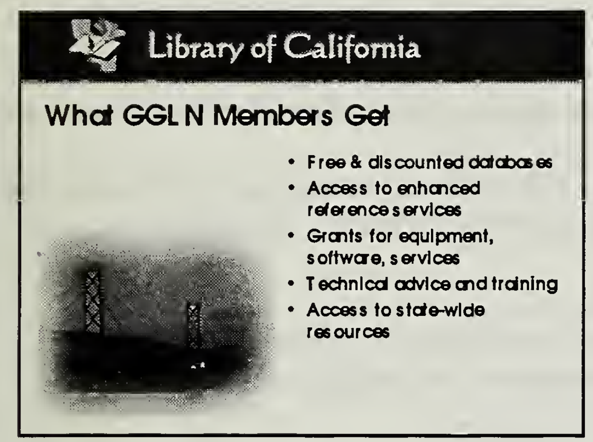
What GGLN Members Provide

- Interlibrary loan
- Patron referral and onsite services
- Direct loan
- Electronic direct access
- Document delivery
- Access to bibliographic records
- "Specialized" reference help


Library of California

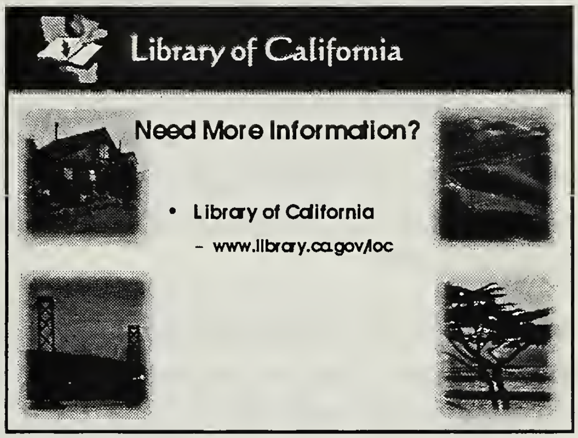
What GGLN Members Get

- Interlibrary loan reimbursement
- Patron referral and onsite services reimbursement
- Direct loan reimbursement
- Access to Regional Reference Centers
- "Specialized" reference help


Library of California

What GGLN Members Get

- Free & discounted databases
- Access to enhanced reference services
- Grants for equipment, software, services
- Technical advice and training
- Access to state-wide resources


Library of California

Need More Information?

- Library of California
  - www.library.ca.gov/loc

AUTHORIZING SAN FRANCISCO PUBLIC LIBRARY'S MEMBERSHIP IN THE GOLDEN GATEWAY LIBRARY NETWORK:

WHEREAS, the State of California has established the Library of California and seven regional library networks to improve library services on a state-wide and regional basis, and

WHEREAS, the Golden Gateway Library Network is a regional library network developing multi-type library services in the 14 counties of Northern California, including San Francisco, and

WHEREAS, the Golden Gateway Library Network will improve an individual library's access to other libraries' resources and to improve library technology and services throughout the region, and

WHEREAS, San Francisco Public Library perceives the public benefit in joining the Golden Gateway Library Network, and

WHEREAS, the San Francisco Public Library agrees to comply with all provisions of the Library of California Act and Regulations and conditions of membership within the network, and

WHEREAS, the San Francisco Public Library Commission agrees funding for library services should not be reduced as a result of network participation, and

WHEREAS, the San Francisco Public Library agrees that it will:

Share resources and services with other members of the Golden Gateway Library Network.

Provide resources and services for other members of the Golden Gateway Library Network.

Meet the minimum resource-sharing performance standards of the Golden Gateway Library Network, and

NOW, THEREFORE BE IT RESOLVED that the of the San Francisco Public Library Commission authorizes participation of the San Francisco Public Library in the Golden Gateway Library Network, and

BE IT FURTHER RESOLVED that of the San Francisco Public Library Commission authorizes the City Librarian to sign the Golden Gateway Library Network Membership Application Form.

[COMMENDING LOUIE FIELDS]

WHEREAS, Louie Fields was initially employed by the City & County of San Francisco in June 1961 by appointment with the Board of Education; transferred to Department of Public Works in 1974; and joined the staff of San Francisco Public Library in January 1977; and

WHEREAS, Louie Fields has supervised custodial services at San Francisco Public Library for twenty-three years; and

WHEREAS, the Public Library Commission has contemplated the enormous areas—both indoors and out—and finishes, floorings, carpeting, fabrics, and items that would require cleaning over the course of twenty-three years in this major urban library system; and

WHEREAS, the Public Library Commission has reflected upon the qualities of character, stamina, and virtuous patience that would be necessary through twenty-three annual budget cycles working with the City's purchasing procedures to obtain the custodial supplies and equipment to maintain library facilities; and

WHEREAS, the Public Library Commission is mindful of the contributions Louie Fields has made to the library by supervising clean up after earthquakes, fires, floods, winds, roof failures, pipe failures, flooring and wall failures, and human weakness and mischief; and

WHEREAS, the Public Library Commission has weighed in consideration the tons of furniture and equipment that custodians have moved during Louie Fields' tenure, and the number of room set-ups—including those for every Library Commission meeting for twenty-three years—for which he has been responsible; and

WHEREAS, the Public Library Commission admires the close and cordial relationships that Louie Fields has fostered within custodial services and between custodians and every staff member who depends upon them for services; and

WHEREAS, the Public Library Commission finds that cleanliness *is* next to godliness; now, therefore, be it

RESOLVED, That the San Francisco Public Library Commission commends Louie Fields upon the occasion of his retirement on June 30, 2000, for a career devoted to maintaining public facilities as clean, inviting, and welcoming places; and be it

FURTHER RESOLVED, That the Public Library Commission, on behalf of the people of the City & County of San Francisco, extends thanks to Louie Fields for a job well done.

Lonnie Chin	Steven Coulter
Charles Higueras	Carol Steiman
Dorian Weltman Swig	Fran Streets

PUBLIC MEETING HIGHLIGHTS
LIBRARY BOND IMPROVEMENT PROGRAM

The Library conducted a series of public meetings to inform the public and to gather community input regarding the proposed Library Bond Improvement Program. The following meetings were held:

May 9th	Ortega Branch: Discussed Ortega, Park, Parkside and Sunset Branches, 9 attendees
May 11th	Richmond Branch: Discussed Anza, Presidio, Richmond and Western Addition Branches, 11 attendees
May 17th	Excelsior Branch: Discussed Bayview, Bernal Heights, Excelsior, Portola and Visitacion Valley Branches, 16 attendees
May 18th	Eureka Valley Branch: Discussed Eureka Valley, Noe Valley and Potrero Branches, 13 attendees
May 23rd	Marina Branch: Discussed Golden Gate Valley, Marina and North Beach Branches, 15 attendees
May 24th	West Portal Branch: Discussed Glen Park, Ingleside, Merced and West Portal Branches, 8 attendees

Key issues that were consistently raised at the meetings include the following:

Historic structures/Renovation versus replacement: The Library is committed to maintaining its historic structures, including Carnegie libraries constructed in the early 1900's as well as 1930's and 40's WPA structures. Branches built in the 1950's and 1960's with lesser historic significance will be considered for replacement, if renovation costs are at least 70% of replacement costs. This would be a case-by-case analysis and reviewed in detail with the Library Commission.

Impact of renovations and new branches on operational costs: Because the Library is currently doing expensive, piecemeal repairs on many of these older buildings, the renovations would stabilize maintenance costs and allow them to be reallocated to preventive maintenance in contrast to the current band-aid fixes. Funds now spent on leased facilities could be reallocated for other purposes. Buildings would be designed with staff efficiency in mind; and staffing impacts are only anticipated at the expanded Richmond Branch and the new branch proposed for Mission Bay.

Validity of cost estimates: The cost estimates were prepared based on a phasing schedule and were calculated at the mid-point of the planned time for project construction, so that cost increases over the life of the bond program were included. The Library is committed to developing each project carefully and remaining within the estimated individual project budgets so that all projects will be completed.

Impact of Proposition 14 funds on projects: Proposition 14 is a $350 million statewide bond measure approved by the voters in March 2000. These funds are allocated competitively, which means that San Francisco will have to compete with other cities and counties for these funds. The State provides 65% of project cost and requires that the selected library provide 35%. The Library will apply for funds to assist with several of the branch library projects, but it is not anticipated that the application process will begin until mid-2001. As part of the application process, the Library must show that their 35% funding share is available; and the bond funds could be used to provide this required match.

Expenses that are not covered by the bond: The bond program provides for capital improvements, "bricks and mortar", only. The Friends and Foundation are committed to developing a capital campaign to raise funds for furniture and equipment for all the branches.

Replacement/relocation of library services during construction: The Library is committed to maintaining good library service during the renovation projects. Projects have been phased so that no single neighborhood has all its libraries impacted at the same time. Facilities may be relocated during extensive renovations or mobile service units may be used in some neighborhoods.

June 6, 2000

Status Report on Main Library POE (Post Occupancy Evaluation) Implementation

The Commission approved a framework to address POE issues in March 2000. This is a report-back on the staff's progress on those issues and implementation of POE recommendations.

Funding Issues: George Nichols, Finance Director, is primarily responsible for this area. On April 4, 2000, he reported to the Commission that the balance in the Library Improvement Fund available for Main Library projects was $3,980,165. George continues to monitor this fund closely and will prepare a supplemental appropriation from this fund when specific project priorities and costs have been thoroughly developed.

Building Close-Out Issues: Rich Walsh, Director of Operations and Maintenance, is primarily responsible for this area, but he works closely with his own staff and Ned Himmel, the Chief of the Main Library, on many issues. Rich has updated a listing of outstanding issues with the status of those issues, i.e., those having been completed, those needing design , those needing more information. Many of the outstanding issues have been addressed by the Operations and Maintenance Staff.

The Library is working closely with the Bureau of Architecture, Department of Public Works, to establish a team to work on POE projects. Staff has met with Tara Lamont, Bureau Manager, Peter Wong, Senior Architect and Michael Pierron, who will be working closely with Library staff on developing project designs. Priority projects for development include modification of the ramp into the Atrium at the Grove Street entrance to meet ADA requirements, modification of seismic joint to address moisture leakage, installation of handrails on various stairways throughout the building, modifications to fire doors in the Atrium and the Gallery and identifying corrections for doorstop problems.

The automatic window shade system is one that remains under warranty and is still not performing as anticipated. Rich Walsh and Ned Himmel have met with the manufacturer who has agreed to monitor the system closely. A telephone line is being installed so that the system computer here in San Francisco can be accessed by the company in New York. They will closely monitor the system and hopefully be able to recommend some modifications to programming.

Several other outstanding issues will be addressed through final close-out work with Hubert Hunt Nichols, general contractor on the project. Items include installing UV (ultraviolet) filters and mechanical shades on Atrium windows, installing a system to deter skateboarders on the exterior of the building and repairing signs that were improperly installed.

Brooks Hall: Susan Hildreth, Acting City Librarian, is primarily responsible for these issues, although many other staff are involved in Brooks Hall planning and activities. Compact shelving from the old Main Library has been installed in Brooks Hall and fencing is being installed to protect the archival collection. Materials have been shifted from the Main Library to the compact shelving to free up shelving in the Main so that better access to frequently used materials can be provided. Brooks Hall is paged daily by staff, so users can access material in Brooks. Susan Hildreth continues to meet with other departments, primarily the Department of Telecommunications and Information Services, to develop a program and plans for full utilization of Brooks. $5 million for tenant improvements to Brooks Hall has been included in the proposed library bond program that has been submitted to the Capital Improvements Advisory Committee for consideration.

Alternate Location for Technical Services: Vivian Pisano, Chief of Automation and Technical Services, and Rich Walsh, Director of Operations and Maintenance, are cooperating on these issues. Vivian has worked closely with her staff to identify space needs and will soon begin further work with Cy Silver, library consultant and former facilities planner for the California State Library. Mr. Silver will review staff information and develop a schedule of space requirements for Technical Services. Funds for the construction of a 20,000 square foot support services center have been included in the proposed library bond program. If the bond program does not go forward, Library staff will begin working closely with the Department of Real Estate to identify possible rental locations.

Way-Finding/Signage: Ned Himmel, Chief of the Main Library and Vivian Pisano are working closely on way-finding issues. Vivian is chairing a committee that is reviewing the on-line catalog in relation to directing users to the locations of items cited in the catalog. Ned Himmel and Marcia Schneider, Public Affairs Director, are working closely on signage issues. As mentioned previously, incorrectly installed signage is being repaired. Staff recommends that a signage consultant be hired to develop a master plan for building signage. We are working closely with the Bureau of Architecture to transfer funds to them so that they can assist us in issuing an RFP and selecting a qualified consultant. We anticipate that we would have a signage plan in place later this year.

An interesting way-finding opportunity has emerged for the Library. A start-up company, VIZIT3D.COM, has proposed making a 3D model of the Main Library that could be loaded on the Library's web page or accessed through a CD-ROM. Their work would be pro bono as they would like to create prototypes to demonstrate to potential clients. They are also offering to do such a model for City Hall. The product would serve as a guided tour of the building, both for remote users and patrons in the building using an Internet station. They are a fast-track on this project; and we would anticipate having a model by late summer.

Borrowers' Services/Atrium: Ned Himmel is primarily responsible for managing these issues. He is organizing a staff committee that will closely review all the recommendations regarding this area.

Collection Assessment: Both Ned Himmel and Roberto Esteves, Chief of Information and Resource Management, are working on this project. We have identified a service provided by OCLC, "Automation Collection and Analysis Services" (ACAS) that provides an electronic review of a library's collection as well as a comparison with the collections of a selected group of other libraries. We had allocated Public Library Fund monies for this project and are working closely with OCLC. We are developing, with the assistance of the Collection Management Committee, a workplan and timeline to prioritize this analytical effort and determine how it can be staffed.

5
6
/00
CELLED

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102
Phone 415.557.4233, Fax 415.557.4240

DOCUMENTS DEPT.
JUN 30 2000
SAN FRANCISCO
PUBLIC LIBRARY

Willie L. Brown, Jr.
Mayor

Charles A. Higueras, A.I.A.
Acting President

Helen Marte Bautista
Lonnie K. Chin
Steven A. Coulter
Carol Steiman
Fran A. Streets
Darian W. Swig
Commissioners

Susan Hildreth
Acting City Librarian

Michael Housh
Commission Secretary

SPECIAL NOTICE

THE REGULAR MEETING OF THE SAN FRANCISCO PUBLIC LIBRARY COMMISSION SCHEDULED FOR WEDNESDAY JULY 5, 2000 AT 5:30PM HAS BEEN

CANCELED

POSTED JUNE 30, 2000
Michael Housh, Commission Secretary

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102
Phone 415.557.4233, Fax 415.557.4240

NOTICE OF MEETING

The Regular Meeting of the San Francisco Public Library Commission will be held as follows:

DATE: Tuesday, August 1, 2000
TIME: 5:30 PM
PLACE: Koret Auditorium
Main Library, lower level

DOCUMENTS DEPT.
JUL 28 2000
SAN FRANCISCO
PUBLIC LIBRARY

The meeting will be called to order

Willie L. Brown, Jr.
Mayor

Charles A. Higueras, A.I.A.
Acting President

Helen Marte Bautista
Lonnie K. Chin
Steven A. Coulter
Carol Steiman
Fran A. Streets
Darian W. Swig
Commissioners

Susan Hildreth
Acting City Librarian

Michael Housh
Commission Secretary

AGENDA*: **

1. APPROVAL OF THE JUNE 6, 2000 MINUTES — ACTION
Presentation of, discussion of, and possible action to approve the Minutes of the regular Commission meeting of June 6, 2000.
Explanatory document: draft minutes

2. CITY LIBRARIAN'S REPORT — DISCUSSION
by Acting City Librarian Susan Hildreth
(This a discussion item is to allow the City Librarian to report on recent Library activities and make announcements)
This report will consist of: an introduction of the new Library Commissioner, announcement of a BALIS (Bay Area Library and Information Systems Advisory Board) appointment, a report on the status of the Friends/Foundation MOU, a branch improvements update, and a Tool Lending Center Request for Proposals report.

3. NOMINATION OF COMMISSION 2000 OFFICERS — ACTION
(This item is to allow Commissioners to nominate themselves or fellow commissioners for the offices of President or Vice President.)

4. MAIN LIBRARY POST OCCUPANCY EVALUATION (POE) REPORT — DISCUSSION
Presentation of, and discussion of, an update on implementation of recommendations made in the POE.
Explanatory document: Main Library POE update report.

5. BRANCH LIBRARY IMPROVEMENT GENERAL OBLIGATION BOND — DISCUSSION
Presentation of, and discussion of, the proposed Branch Library Improvement Bond Proposition and updates on bond-related activities, including but not limited to a report on the Capital Improvements Advisory Committee (CIAC) review and Board of Supervisors action.
Explanatory document: Bond proposal update report

6. RESOLUTION MISSION BAY BRANCH LIBRARY LOCATION — ACTION
Presentation of, discussion of, and possible action to approve a Resolution concerning designation of a location for a Mission Bay Branch Library.
Explanatory document: Draft Resolution.

7. BRANCH FACILITIES PLAN-GIFT ACCEPTANCE — ACTION

Presentation of, discussion of, and possible action to recommend to the Board of Supervisors acceptance of a gift of approx. $196, 200 from the Friends & Foundation of the San Francisco Public Library to fund development of a Branch Facilities Plan.
Explanatory document: Report on Friends & Foundation gift of funds for a branch facilities plan

8. REPORT ON THE 2000/2001 LIBRARY BUDGET — DISCUSSION

Presentation of, and discussion of the Library's 2000/2001 Budget.
Explanatory document: 2000/2001 budget report.

9. EVENTS MANAGMENT REPORT RECOMMENDATIONS — ACTION

Presentation of, discussion of Library staff recommendations regarding events management, and possible action to appove the continuation, termination or modification of events management activities.
Explanatory document: events management recommendations.

10. UNION REPORT — DISCUSSION

(This item is to allow members of library labor organizations to report on employee matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's future consideration.)

11. NEW BUSINESS — DISCUSSION

(This item is to allow Commissioners to introduce new agenda items for future consideration.)

12. PUBLIC COMMENT — DISCUSSION

(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's future consideration.)

13. ADJOURNMENT (requires motion and public comment) — ACTION

***Public comment will be taken before or during the Library Commission's consideration of each agenda item.**

****Explanatory documents: Copies of explanatory documents listed in this agenda, and other related materials received by the Library Commission after the posting of this agenda, can be obtained from the Office of the Library Commission, Main Library, 6th Floor and also, to the extent possible, will be available on the Library's website at http://sfpl.lib.ca.us/.**

7/26/00 - M.Housh, Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - Accessible Meetings Policy

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. late requests will be honored if possible.

A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 72 hours in advance of the need.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level, Koret Auditorium, except when otherwise noticed. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call 415/923-6142.

There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.

Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

Know Your Rights Under The Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact Donna Hall, Administrator, the Sunshine Ordinance Task Force, City Hall, Room 244 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4689 or at 415/554-7724 ph. 415/554-5163 FAX and website at Donna_Hall@ci.sf.ca.us. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.ci.sf.ca.us/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Attention: Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Admin Code secs. 16.520 - 16.534] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street #701, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us/ethics/.

Michael Housh, Commission Secretary
4/26/00

HELEN MARTE BAUTISTA

San Francisco, CA 94116

CIVIC AFFILIATIONS

Treasurer,	San Francisco-Manila Sister City Committee
Secretary,	International Hotel Housing Corporation
Secretary,	Kearny Street Housing Corporation
Director,	Filipino-American Lions Club
Member,	Presidio Restoration Committee
Member,	Philippine Association of University Women
Past National Chair,	National Network of Asian Pacific Women
Past President,	Friends of the SF Commission on Status of Women
Past President,	City Celebration Inc., Ethnic Dance Festival
Past Director,	International Children's Art Museum

PROFESSIONAL AFFILIATIONS

Teacher (Retired),	English Dept., Abraham Lincoln High School, SF
International Trainer,	AFL-CIO American Federation of Teachers Union
Staff Development Specialist,	Bilingual Education Program, SF Unified School District
Summer School Principal	Everett Middle School, SF
Member,	International Society of Women Educators
Past Board Member,	Local 61 AFL-CIO Am. Federation of Teachers Union

EDUCATION

M.A.,	Creative Arts & Humanities, SF State University
B.A.,	English Literature, SF State University
A.A.,	Philippine Women's University
Cal. State Credential,	Drama Speech & Dance, SF State University

POST OCCUPANCY EVALUATION UPDATE 7/2000

PRIORITIES	WHO'S RESPONSIBLE	TIMELINE/STATUS 7/00
FUNDING	George Nichols, Finance Director	Determined at least $4,000,000; POE team will put together list of $500,000 in supplemental budget request by 2/01. Over $60,000 identified as owing from HuberHuntNichols will be spent as stated below.
BUILDING CLOSE-OUT ISSUES	Rich Walsh, Operations and Maintenance Director; Ned Himmel, Chief of Main	Philip Sowers,Bureau of Architecture (BOA), has put together prioritized list of projects to work on with estimate of number of hours needed (ATTACHED); as he finishes he will report back with estimates to be added to supplemental budget request. Contracts will be issued 8/2000 through HuberHuntNichols for skateboard bumps for Larkin Street, shades and window filters for Skylight Gallery, and possibly new handrails.
BROOKS HALL	Susan Hildreth, Acting City Librarian	Meeting set with DTIS and BOA for 8/11/00; will discuss scope of work to prepare complete program for Brooks; may accommodate cable TV studio library and other DTIS uses; anticipate plan completed by Spring, 2001. $10,000,000 in bond package for Brooks and support service center.
ALTERNATE LOCATION NON-PUBLIC SERVICES	Vivian Pisano, Chief of Techincal Services; Rich Walsh, Operations and Maintenance Director	Brooks Hall discussion may effect this proposal; little progress in finding outside space in current real estate market;funds included in bond package. Will survey city-owned buildings with Dept. of Real Estate.
WAYFINDING/ SIGNAGE	Ned Hiimel, Chief of Main; Vivian Pisano, Chief of Technical Services	BOA working on RFP for sign system for Main; some signs have been changed in-house and a contract will be issued by HuberHuntNichols for replacing low stack end signs which have never worked; catalog committee has recommended new location codes for Main and these will be incorporated into DRA by October 15, 2000.
BORROWERS' SERVICES/ATRIUM	Ned Himmel, Chief of Main	Taskforce began meeting July 26; Ned and Dorothy Coakley, new Borrower Services/AV supervisor will be visiting Richmond, BC library to look at possibilities in August, 2000; report with recommendations will be completed by June 15, 2001.
COLLECTION ASSESSMENT	Roberto Esteves, Chief of Information & Resource Mgmt; Ned Himmel, Chief of Main	Contract issued with OCLC for collection assessment conspectus expected to begin in September, 2000; this will provide statistics on size and dates of holdings; staff will review data with current use statistics and current collection development plan and create new plan; periodicals holdings are being reviewed in-house-German library school intern starting August, 2000 will do analysis of holdings by subject, usage, and availability in nearby libraries.

POE ISSUES BEING WORKED ON BY PHILIP SOWERS FROM BOA

1. Loading dock
2. Repeater (in-library commuincations)
3. Seismic joint in buidling perimeter
4. Handicapped ramp at Grove St. entrance
5. Grove Street entrance stairs
6. Doorstops and door holders
7. Fire door at Grove Street
8. Handrails on several stairways
9. Book conveyor from return desk
10. Second floor bridge
11. OCYS staff work area
12. Public address system
13. AV concerns in Koret
14. Atrium noise
15. Cooling tower access
16. Public restrooms
17. Other leaks
18. Occupancy permit
19. Public storage lockers on 6
20. Wood-veneered table tops
21. Brooks Hall

CIAC RECOMMENDATIONS – JUNE 13, 2000
LIBRARY BRANCH IMPROVEMENT PROGRAM
GENERAL OBLIGATION BOND

$128,550,000	Original Program Costs
-$10,000,000	Anticipated funds from Proposition 14
-$3,280,000	Obtain Mission Bay site through means other than purchase
-$9,920,000	Funding revision for Brooks Hall and Support Services Center
-$2,400,000	Earthquake Safety Program II (ESPII) funds
$102,950,000	Revised Program Costs
$2,915,000	Financing Costs
$105,865,000	TOTAL GENERAL OBLIGATION BOND

This revised request takes into consideration other sources of revenue, potential partnerships, site acquisition opportunities and an equitable funding level from general obligation bonds for Library needs.

Proposition 14 – State-wide $350 million bond for library construction approved by voters in March 2000. This funding is competitive and each project must provide a 35% local match. It is anticipated that San Francisco will have several competitive projects and can expect to receive about $10 million in project funds.

Mission Bay site - $3.28 million has been estimated for site acquisition in Mission Bay. Upon further investigation, it seems likely that the branch site could be acquired by the Library through a donation or in partnership with another public agency.

Brooks Hall/ Support Services Center - $5 million was proposed for Brooks Hall renovation and $14.8 million for the Support Services Center. Ten million dollars in general obligation bond funds is being proposed to support these projects: and it is anticipated that other funds can be identified to support these projects or the project scope can be modified. Co-location of the Support Services Center with a new branch or the creation of a facility to house both the City Archives and the Support Services Center are both options that will be considered.

ESPII – These bonds included some funding for seismic upgrades to the Richmond Branch. Although these funds were not sufficient to complete the seismic upgrades for Richmond, the funds can be used to support this bond program.

7/5/2000

RESOLUTION REGARDING POTENTIAL BRANCH LIBRARY LOCATION IN MISSION BAY:

WHEREAS, the San Francisco Public Library Commission is committed to meeting the needs of all San Francisco neighborhoods for library services; and

WHEREAS, on September 17, 1998, the San Francisco Redevelopment Agency ("Agency") Commission approved the Mission Bay North and South Redevelopment Plans and Owner Participation Agreements ("OPAs") with Catellus Development Corporation ("Catellus") effectively creating two new future neighborhoods, Mission Bay North and Mission Bay South, each with approximately 3,000 new units of housing in addition to several million square feet of office and commercial space; and

WHEREAS, the OPAs requires that Catellus create approximately 255 affordable units as part of its development plans and that Catellus provide the Agency with 16 acres of land to develop up to 1,445 affordable units and non-related residential space through nonprofit housing developers to be selected through an Request for Qualifications (RFQ) process and the scope of each RFQ is developed in consultation with the Mayor's Office of Housing and in compliance with the City's affordable housing policy: and

WHEREAS, on May 2, 2000, in order to insure that the Mission Bay neighborhoods would have adequate library services, the San Francisco Public Library Commission approved a branch library improvement program report and a bond report proposing a bond issue for branch library construction, renovation and improvements that included a new branch for the Mission Bay neighborhood; and

WHEREAS, a measure for general obligation bonds in the amount of $105,865,000 that includes funds for the construction of the Mission Bay Branch Library will be placed on the November 7, 2000, general election ballot; and

WHEREAS, the identification of a potential site for the new Mission Bay Branch Library is a critical component of the development of the new facility; and

WHEREAS, the Agency and Mayor's Office of Housing staff have met with Library staff and identified an excellent potential site for the new branch library in a proposed Agency sponsored affordable housing development which would also include space for social service agencies and other retail uses on the first floor at the corner of 4th and Berry (Block N3A, Parcel 1, Mission Bay North Redevelopment Project Area); and

WHEREAS, Agency staff is planning to request the Redevelopment Commission's authorization to issue an RFQ for developers who are interested in designing and implementing the program for Block N3A Parcel 1 ("Site") and it would be in the best interest of the Library to have its needs for a branch included in the design process for the Site;

THEREFORE, BE IT RESOLVED that the San Francisco Public Library Commission requests that the Redevelopment Agency include the potential Mission Bay Branch Library project in the RFQ as part of the nonresidential ground floor space for the Site; and

BE IT FURTHER RESOLVED that the Library Commission requests to the Agency that the City Librarian, or his or her designee, be represented in all important conceptual and design review meetings regarding the development of the Site if the Redevelopment Commission approves the inclusion of the Mission Bay Branch Library at the Site, and based on the fact that the Library currently anticipates utilizing general obligation bond funds for the Mission Bay Branch Library, if such bond funds are authorized by the voters.

San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

Memorandum

To: Library Commissioners
From: Susan Hildreth, Acting City Librarian SH
Re: Branch Library Facilities Plan
Date: July 11, 2000

The Commission is being requested to accept a gift not to exceed $196,200 from the Friends and Foundation of the San Francisco Public Library to support the development of a Branch Library Facilities Plan. This is an important step in the restoration and expansion of the branches and I am pleased that the Friends and Foundation are willing to support this process.

The primary purposes of the Branch Library Facilities Plan are as follows:

1. Gather detailed information regarding branch service areas, current services, neighborhoods trends, etc., to provide unique information for each branch to support renovation and/or expansion planning.

2. Brainstorm with members of the public, in a series of community meetings, about the role of libraries in the 21st century and identify key service themes to incorporate in branch building projects.

3. Identify the most competitive projects for Proposition 14 funding within a framework that identifies system-wide facility needs. Library facility master plans, although not required in the last round of library bond funding, enhanced the competitiveness of library project applications.

4. Begin planning work that will place the Library in a strategic position to move forward on building projects quickly when funds are available.

The Branch Library Facilities Plan will be done in conjunction with the Bureau of Architecture, Department of Public Works. Jorge Alfaro, Project Architect for the Branch Improvement Bond Program, will be the lead staff member working on the plan; and a library consultant will also assist the Library in facilitating community meetings and in gathering and refining information needed in the plan.

Key elements of the plan will include:

1. Branch library background and history
2. Library services and program analysis
3. Facilities surveys
4. Citywide findings regarding current and projected demographics
5. Siting criteria for new or replacement libraries
6. Generic building programs:
    a. Carnegie branches
    b. WPA branches
    c. 1950's – 60's branches
    d. New branches
7. Project implementation scenarios

Work will begin on the plan as soon as the Commission approves the receipt of the funds and that action is forwarded to the Board of Supervisors for their approval.l. We will prepare progress reports for the Commission as we develop the plan; and we plan to present a draft for your review in early 2001.

Memorandum

To: Library Commission

From: Susan Hildreth, Acting City Librarian

Re: Events Management Program Recommendations

Date: June 6, 2000

Attached for your information is the “Library Events Management Report” that was prepared by Marilyn Smulyan and presented to the Commission at its April 4th, 2000, meeting. This report analyzed the events management program which has been managed for the Library by the Library Foundation since 1996. In summary, although the events program has provided increased access to the Main Library, a landmark City building, the program has not produced new revenue for the Library, which was its initial intent. In this report, Ms. Smulyan made a number of recommendations which staff has had the opportunity to review. I recommend that the Commission approve the following actions in relation to the Events Management Program:

1. Discontinue the current management agreement with the Friends and Foundation of the San Francisco Public Library, as of June 30th, 2000.

2. Discontinue rentals for after-hours, private events.

3. Continue the successful program of public use during open hours. During fiscal 1998/99, over 330 meetings/events were held, with over 12,300 people in attendance. These figures do NOT include programs sponsored by the Library and the Friends and Foundation in the building.

4. Continue to provide venues for filming activities. Existing staff in Public Affairs and Operations and Maintenance can manage these activities at this time.

5. Continue to allow occasional City-sponsored events, such as the U.S. Conference of Mayors, at cost.

6. Continue to allow events sponsored by the Friends and Foundation, at cost.

7. Request that the Board of Supervisors amend the Administrative Code so that the Library keeps any revenue earned from building uses and dedicates the use of those funds for improved maintenance of the Main Library and for purchase of replacement equipment that supports events.

Unless the Library is able to retain in a special fund the revenue generated by building uses, there is little incentive for rental of the building, as those revenues are used to offset the funds that are contributed to the Library from the General Fund. The establishment of a special fund would create an incentive for the Library to more effectively promote and utilize the spaces while adding to a fund that would support the maintenance of the building. If the special fund is created, staff would report back to the Commission on potential redirection or expansion of the events management program.

San Francisco Public Library

July 21, 2000

TO: Library Commissioners

FR: George M. Nichols
Finance Director

RE: FISCAL YEAR 2000-01 BUDGET

On July 17, 2000 the Board of Supervisors approved the City's Fiscal Year (FY) 2000-01 budget. As part of that action, the Board also approved the Library's $48.820 million budget. During your August 1st meeting, I will present an overview of the Library's millenium budget and the attached report is provided to help you prepare for that presentation.

In general, the approved budget meets many of the critical needs that we had targeted and discussed with you earlier this year. The Library's approved budget is a net $2.754 million or 5.98 percent greater than the amount originally appropriated in FY 1999-2000. Although this budget is in essence the same budget we presented to you prior to submitting it to the Mayor in February, some revisions were made as it went through the Mayor's review and the Board of Supervisors' review processes. These changes include the following:

- The Controller added ***$586,000*** to cover higher than anticipated salary and fringe costs for Library employees covered by the recently approved contract with SEIU, Local 790. This contract is a three-year agreement that provides for a 14 percent increase in salaries by the end of the contract term.

- The Mayor's Office per advice from the Workers Compensation Commission added ***$205,000*** to cover Workers Compensation payments. The augmentation brings the budget in-line with prior year actual costs. This item has been under-budgeted in the base.

- The Mayor's Office added ***$110,000*** for branch electrical upgrade projects based on the cost of projects budgeted in the prior year.

- Supervisor Yee added ***$20,000*** to buy computers for the Ortega and Parkside Branch Libraries.

- The Finance Committee upon recommendation by the Budget Analyst cut ***$472,000*** from the budget. Reductions were made to temporary help allocations in the Main ($40,000), the Branch ($128,000), and Administration Divisions ($39,000). In addition proposed new positions in Public Affairs (0.75 FTE and $36,000) and Operations Divisions (1.50 FTE and $72,000) were cut as were operating funds in the Main ($28,000), in Operations ($55,000) and Administration ($74,000) Divisions.

I hope you find the report helpful and I look forward to discussing it with you in more detail on August 1st. In the interim, please call me at (415) 557-4248 if you have any questions.

San Francisco Public Library

FISCAL YEAR 2000-01 BUDGET

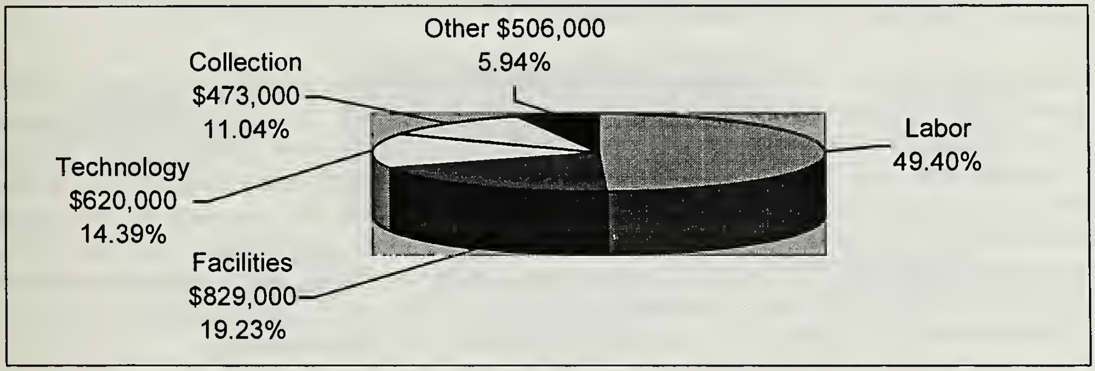
July 21, 2000

EXPENDITURES OR USES

The Library's budget is a net $2.754 million greater than the amount originally appropriated in FY 1999-00. However, it actually contains $4.557 million in new spending that is offset by $1.701 million in reductions for one-time purchases budgeted in the prior year and $102,000 in baseline cuts made by the Finance Committee. One-time reductions include $1.2 million for lease-purchase payments on mainframe equipment purchased when the new Main Library opened (this lease-purchase program is now complete); $441,000 for various equipment items purchased by the Library in the prior fiscal year; and, $60,000 for one-time services provided by DTIS. Baseline reductions include $60,000 budgeted for Events Management Fee, $28,000 from materials and supplies in the Main, and $14,000 in training funds.

Budget increases fall into the following categories – Labor, Collections (Books & Materials), Facilities, Technology, and Other. Table A summarizes these adjustments.

Table A
New Spending by Use



Labor – $2.129 million or 49.4 percent of new funding in FY 2000-01 has been budgeted to cover the increased cost of labor (salaries and fringe). These increases include:

- $312,000 to annualize positions only partially funded in the prior year. This adjustment provides full-year funding for new positions budgeted in the prior year. By policy, new positions must remain vacant until October 1st of the fiscal year.

- $335,000 to cover substitutions or reclassifications and scheduled salary step adjustments.

- $1.670 million to cover salary and fringe increases called for in labor contracts. This includes scheduled increases called for in existing contracts as well as the new contract negotiated by SEIU, Local 790. The SEIU contract provides salary increases of 4.25 percent in FY 2000-01; 3.5 percent in FY 2001-02; and an additional 3.5 percent in FY 2002-03. The first two years of the SEIU contract provide for salary increases effective on July 1st and January 1st of each fiscal year and the percentage increases referenced above reflect a blended rate. Overall, by the end of the three-year contract, SEIU member salaries will have increased by 14 percent.

- $441,000 for 7.17 new FTE[1] in the Main, Branch, Children's Services, Operations, and Technical Services.

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[1] See Attachment I for list of new positions.

- $248,000 for 4.54 FTE in Project Read and Exhibitions programs funded by grant and/or gift funds. In prior years, positions funded by non-City sources were not put in the budget.

These cost increases are offset by a reduction in temporary help of ($207,000), a reduction in Department of Children and Youth Services (DOCYF) funded positions ($16,000), and an increase in budgeted salary savings ($523,000). The salary savings adjustment will bring the library's budgeted attrition rate in-line with actual savings achieved in recent years and provided the funds needed to support the 7.17 new FTE included in this budget. In addition, $131,000 budgeted for Tool Lending Library positions was reallocated from the labor budget to the operating budget to support a contract/grant the Library will award to a community-based non-profit group to implement a tool-lending program.

The Library's labor budget (salaries, fringe, temporary help, and overtime) totals $37.344 million. This represents an increase of 6.1 percent over the prior year budget. Although labor costs have increased 6.1 percent over the prior fiscal year, they have increased by 14.3 percent since FY 1998-99 and 26.6 percent since FY 1997-98. In contrast, FTE have grown only 3.4 percent over that same period. This clearly indicates that the escalating cost of labor is attributable to salary adjustments rather to a growth in the number of budgeted positions. In FY 2000-01 the cost of labor will constitute 76.5 percent of total planned expenditures.

Facilities – $829,000 or 19.2 percent of the new funds have been budgeted for various facilities projects. This includes $500,000 for electrical upgrade projects at various Branch Libraries[2], $135,000 for maintenance and repair of mechanical systems at the Main Library whose warranties have expired, and $105,000 to cover rent increases at leased branch library facilities. In addition, $49,000 to complete furniture, fixtures, and equipment purchases for the soon to be relocated Ingleside Branch Library and $40,000 to plan and facilitate office relocations in the Main Library have also been budgeted. The budget also continues funding for branch roof repair and replacement projects ($250,000) and facilities maintenance and repair ($240,000). The $490,000 for roof repair and facilities maintenance projects is in addition to the $829,000 in new spending.

Technology – $620,000 or 14.4 percent of new funding has been budgeted to support four initiatives. These initiatives include $192,000 to begin upgrading the Main Library's wide-area network (WAN) which is necessary to accommodate DRA's planned migration from a text-based system to a completely graphical platform; $143,000 to continue connecting branch libraries to the WAN; and $265,000 to begin replacing older PCs and dumb terminals throughout the system with newer and more efficient graphical PCs. In addition, Supervisor Yee added $20,000 to the budget to buy computers for the Ortega and Parkside Branch Libraries. These initiatives will improve public service, narrow the digital divide, and meet the public's demand for access to the Internet and digital resources.

Collection – The budget contains an increase of $353,000 for books and materials acquisition. This represents an 8.5 percent increase in spending over the prior year and provides for an acquisition budget of $4.496 million or 9.2 percent of total funds budgeted in FY 2000-01. In addition another $60,000 has been budgeted to purchase book security systems for the branch system and $60,000 has been budgeted to continue retrospective cataloging efforts. These items constitute 11.4 percent of the new monies budgeted in FY 2000-01. Overall the book budget constitutes 9.2 percent of total spending.

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[2] Projects include Golden Gate, Potrero, Visitacion Valley, Bayview, Eureka Valley, and Bernal Heights. Projects will be completed based on project costs and availability of funds. $250,000 although appropriated is held in reserve pending outcome of the November Branch Library Bond Measure.

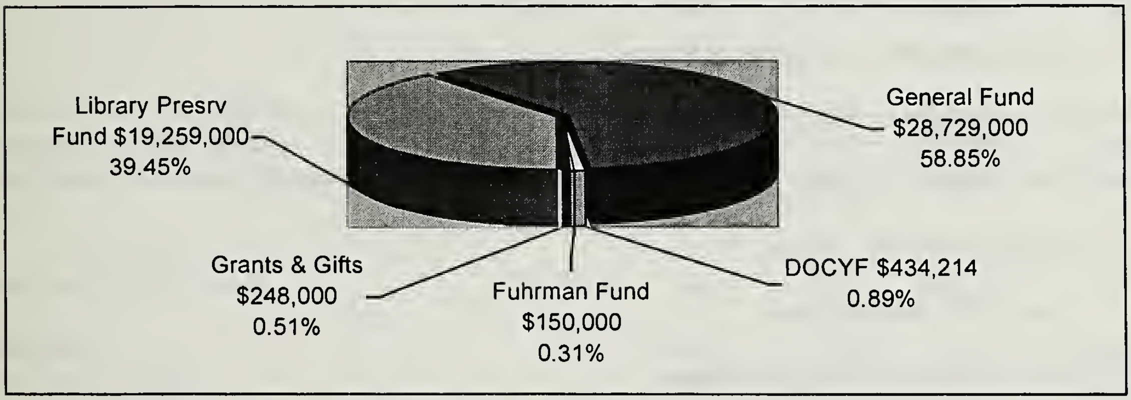
Other Budget Adjustments – Finally, the budget contains a net increase of $506,000 for various items. This includes $50,000 to purchase ergonomic furniture, fixtures, and equipment for system-wide distribution; $278,000 to cover cost increases passed through by other city departments who service the Library;[3] $7,000 for hearing officers to adjudicate employee/employer disputes; $5,000 to cover miscellaneous expenses of the Library Commission; $35,000 to support children's programs funded by DOCYF; and $131,000 shifted from the labor budget to the operating budget to fund a grant the Library will issue to a nonprofit group to implement and manage a tool lending program.

The budget changes described above are summarized on Attachment II.

REVENUE SOURCES

As described in Table B below, Library programs and activities are funded by appropriations from multiple sources. These sources include the Library Preservation Fund, the General Fund, the Department of Children and Youth Services Fund, the Fuhrman Trust Fund, and grants and gifts[4].

Table B
Budget by Source



In regard to the ***Library Preservation Fund***, the budget reflects revenue growth of $1.715 million or 10.2 percent over the prior year. The budget also reflects an allocation from unappropriated reserves in the LPF of $800,000. The reserve allocation is greater than the amount we had initially planned[5] however it is $146,000 less than the amount appropriated in the prior year. Appropriations from the Library Preservation Fund total $19.259 million and constitute 39.4 percent of total funding.

In regard to the ***General Fund*** contribution mandated by Proposition E, the budget reflects an increase of $920,000 or 3.3 percent over the amount budgeted in the prior year. The General Fund appropriation for the Library totals $28.729 million or 58.9 percent of total funding. The $28.729 million is $271,000 less than the $29 million the Controller projected at the time the Library's budget was submitted to the Mayor. Of significance, the Library's FY 2000-01 budget will not require a General Fund appropriation beyond the amount required by Proposition E. In contrast the Library received General Fund subsidies of approximately $1.1 million and $2.2 million in FYs 1999-00 and

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[3] Most of this increase is in the work order for Workers Compensation, which increased from $156,000 to $361,000.

[4] Grants include California State Library Literacy Grant and Foundation gift funds that support positions in the Project Read and Exhibitions programs.

[5] Initial revenue and expenditure projections required an appropriation from the reserve of less than $200,000. Less than anticipated revenue from the General Fund and higher than anticipated costs – mainly salary increases – required a greater than planned allocation from the reserve.

1998-99, respectively. Combined, Library Preservation Funds and General Funds comprise 98.2 percent of total funding.

The budget also contains an allocation from Department of Children and Youth Services Fund (DOCYF)[6] of $434,000 to support a total program of $450,000. This is approximately $16,000 more than the amount budgeted in the prior year; however, the increase will be funded by the Library Preservation Fund. The budget also contains $248,000 in grant and gift funds to support positions in Project Read and in the Exhibits Program; and, $150,000 from the Fuhrman Trust Fund to purchase books and materials on economics and political science.

ATTACHMENTS

In addition to Attachments I and II, there are eight charts in this package that provide further detail on the Library's FY 2000-01 budget. These charts include:

- Chart 1: Budget by Program and Category of Expense.
- Chart 2: Budget by Source of Funds
- Chart 3: Budget by Categories of Expense
- Chart 4: Budget by Program
- Chart 5: FTE by Program
- Chart 6: Labor Cost Trends
- Chart 7: FTE Growth Trends
- Chart 8: Books and Materials Budget

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[6] Programs funded by DOCYF include the Kidsmobile, Outreach to the Tenderloin, Outreach to Middle Schools, and Youth at Risk.

7/21/00

ATTACHMENT I

FY 2000-01
NEW POSITIONS

Classification Number and Title	Start Date (m/d/y)	# of Positions	EST. ANNUAL SALARY		Total Salary
			FTE	Actual	
1012 Technician - Journey (Automation)	10/1/00	2.00	1.50	$42,961	$64,442
3602 Library Page (Ingleside Branch)	7/1/00	0.25	0.19	$30,929	$5,799
3630 Librarian I (Main GLC Archivist)	10/1/00	0.50	0.50	$51,678	$25,839
3630 Librarian I (Main Project Read)	10/1/00	0.20	0.20	$51,678	$10,336
1840 Jr. Mgt. Assistant (Main)	***7/1/00***	***0.70***	***0.70***	***$47,789***	***$33,452***
3630 Librarian I (Main)	***7/1/00***	***0.47***	***0.47***	***$56,976***	***$26,779***
3630 Librarian I (Teen Srvcs Unit - OCYS)	10/1/00	1.00	0.75	$51,678	$38,759
3630 Librarian I (OCYS)	***7/1/00***	***0.12***	***0.12***	***$56,976***	***$6,837***
7514 General Laborer (Operations)	10/1/00	1.00	0.75	$36,383	$27,287
3602 Library Page (Operations)	***7/1/00***	***0.88***	***0.88***	***$30,929***	***$27,063***
7334 Stationary Engineer (Operations)	***7/1/00***	***0.37***	***0.37***	***$53,453***	***$19,778***
3634 Librarian III (Techn Srvcs)	10/1/00	1.00	0.75	$63,110	$47,333
Total Salaries		**8.49**	**7.17**		**$333,704**
Estimated Staff Benefits					**$107,191**
Total Personal Services					**$440,895**

NOTE: Italics denote positions that were filled but not funded in the base. 2.54 of the 7.17 FTE fall into this category.

7/21/00

2000-01Budget Reconciliation
(Amounts in thousands)

ATTACHMENT II

SOURCE OF FUNDS ------->	**Prop. E (LPF/GF)**	**Fuhrman Fund**	**DOCYF**	**GRANTS**	**TOTAL**
FY 1999-00 Budget	**$ 45,484**	**$ 150**	**$ 432**	**$ -**	**$ 46,066**
Annualize Prior Year Costs	$ 312				$ 312
Substitutions, Salary Step Adjustments	$ 335				$ 335
Salary/Fringe Increases	$ 1,670		$ 1		$ 1,671
Proposed New Positions	$ 441			$ 248	$ 689
Base Adjustments	$ -		$ (17)		$ (17)
Tool Lending Library Adjustment	$ (131)				$ (131)
Temp Help Reductions	$ (207)				$ (207)
Salary Savings Adjustment	$ (523)				$ (523)
Subtotal, Personal Services	**$ 1,897**	**$ -**	**$ (17)**	**$ 248**	**$ 2,129**
Book Budget Increase	$ 353				$ 353
AIM (Cataloging Srvcs)	$ 60				$ 60
Book Security Gate	$ 60				$ 60
Subtotal, Collections	**$ 473**	**$ -**	**$ -**	**$ -**	**$ 473**
Facility Repair/Maint.	$ 135				$ 135
Branch Library Lease Adj. (Ingleside, Portola, Glen Park, Visitacion Valley)	$ 105				$ 105
Ingleside FF&E	$ 49				$ 49
Main Relocations	$ 40				$ 40
Branch Electrical Projects	$ 500				$ 500
Subtotal, Infrastructure	**$ 829**	**$ -**	**$ -**	**$ -**	**$ 829**
Technology Enhancements	$ 620				$ 620
Subtotal, Technology	**$ 620**	**$ -**	**$ -**	**$ -**	**$ 620**
Work Order Increases	$ 278				$ 278
Ergonomic FF&E	$ 50				$ 50
Hearing Officer Fees	$ 7				$ 7
Commission OE	$ 5				$ 5
Tool Lending Library Adjustment	$ 131				$ 131
DOCYF Adjustments	$ 16		$ 19		$ 35
Subtotal, Other	**$ 487**	**$ -**	**$ 19**	**$ -**	**$ 506**
TOTAL ADJUSTMENTS	**$ 4,306**	**$ -**	**$ 2**	**$ 248**	**$ 4,557**
Less One-time Cost Adjustments	$ (1,701)				$ (1,701)
Less Baseline Reductions (Board of Supv)	$ (102)				$ (102)
NET ADJUSTMENTS	**$ 2,503**	**$ -**	**$ 2**	**$ 248**	**$ 2,754**
TOTAL BUDGET	**$ 47,988**	**$ 150**	**$ 434**	**$ 248**	**$ 48,820**
Change from FY 1999-00	**$ 2,504**	**$ -**	**$ 2**	**$ 248**	**$ 2,755**
Percentage Change	5.51%	0.00%	0.57%	N/A	5.98%

Summary of Budget Changes

7/21/00

CHART 1

SAN FRANCISCO PUBLIC LIBRARY

FY 2000-01 BUDGET

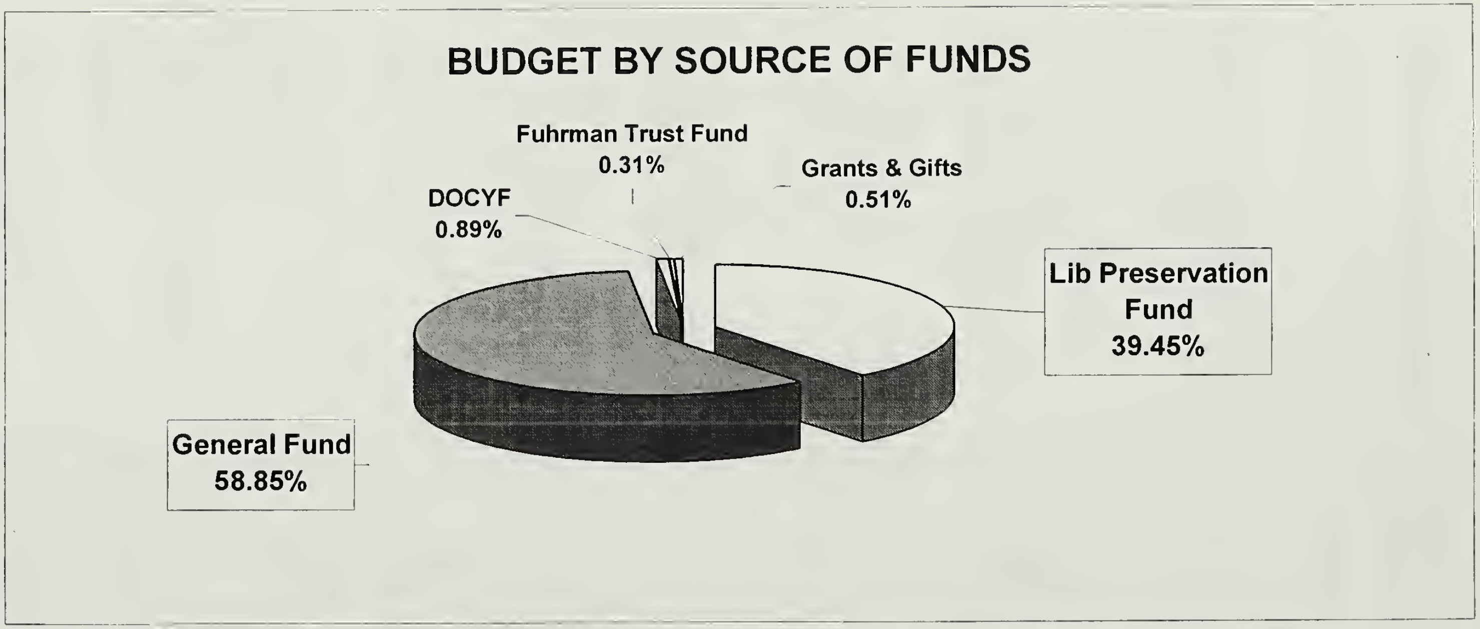
	Main	Branch	Techn Srvc	IRM	Public Affairs	Automation	Operations	Admin	MOCYF	Prop J	Fuhrman Fund	Unallocated Expense	Total
Salaries	$9,312,671	$8,361,674	$2,365,959	$533,887	$609,799	$651,443	$3,091,110	$1,440,871	$314,861	$3,222,219	$0	$0	$29,904,494
Fringe Benefits	$2,085,269	$2,190,140	$620,031	$134,356	$158,550	$166,968	$849,207	$328,667	$80,571	$816,206	$0	$0	$7,429,965
Non-Personal Services	$49,850	$614,076	$311,500	$155,640	$49,000	$269,082	$611,911	$267,313	$0	$72,977	$0	$0	$2,401,349
Materials & Supplies	$93,309	$168,496	$94,635	$6,500	$24,500	$214,144	$406,628	$20,500	$49,531	$2,961	$0	$0	$1,081,204
Books & Materials	$0	$0	$0	$4,140,813	$0	$0	$0	$0	$0	$205,213	$150,000	$0	$4,496,026
Equipment	$0	$60,000	$0	$0	$0	$610,030	$50,000	$0	$0	$0	$0	$0	$720,030
Capital Projects	$0	$0	$0	$0	$0	$0	$0	$990,000	$0	$0	$0	$0	$990,000
Services Other Departments	$0	$0	$0	$0	$52,300	$331,424	$919,031	$487,043	$5,500	$1,400	$0	$0	$1,796,698
Unallocated Expense	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Interdepartmental Recovery	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Total, Expenditures	$11,541,099	$11,394,386	$3,392,125	$4,971,196	$894,149	$2,243,091	$5,927,887	$3,534,394	$450,463	$4,320,976	$150,000	$0	$48,819,766

7/21/00

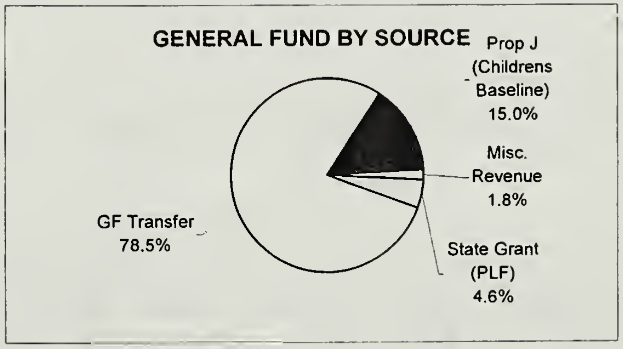
CHART 2

SAN FRANCISCO PUBLIC LIBRARY
FY 2000-01 BUDGET

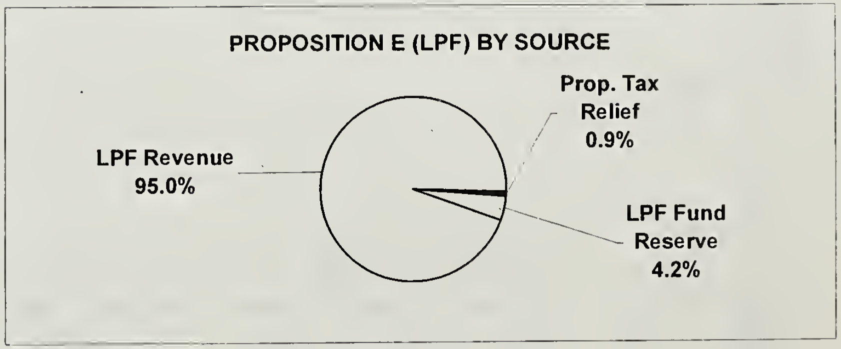
Lib Preservation Fund	$19,259,055
General Fund	$28,728,527
DOCYF	$434,214
Fuhrman Trust Fund	$150,000
Grants & Gifts	$247,970
TOTAL	$48,819,766
General Fund	
GF Transfer	$22,552,581
Prop J (Childrens Baselin	$4,320,976
Misc. Revenue	$523,164
State Grant (PLF)	$1,331,806
Total	$28,728,527
Library Preservation Fund	
LPF Revenue	$18,273,244
Prop. Tax Relief	$164,735
LPF Fund Reserve	$800,000
Total	$19,237,979
GF Required per Prop E	$28,734,982
GF Appropriated	$28,728,527
GF Subsidy	-$6,455



BUDGET BY SOURCE OF FUNDS



GENERAL FUND BY SOURCE

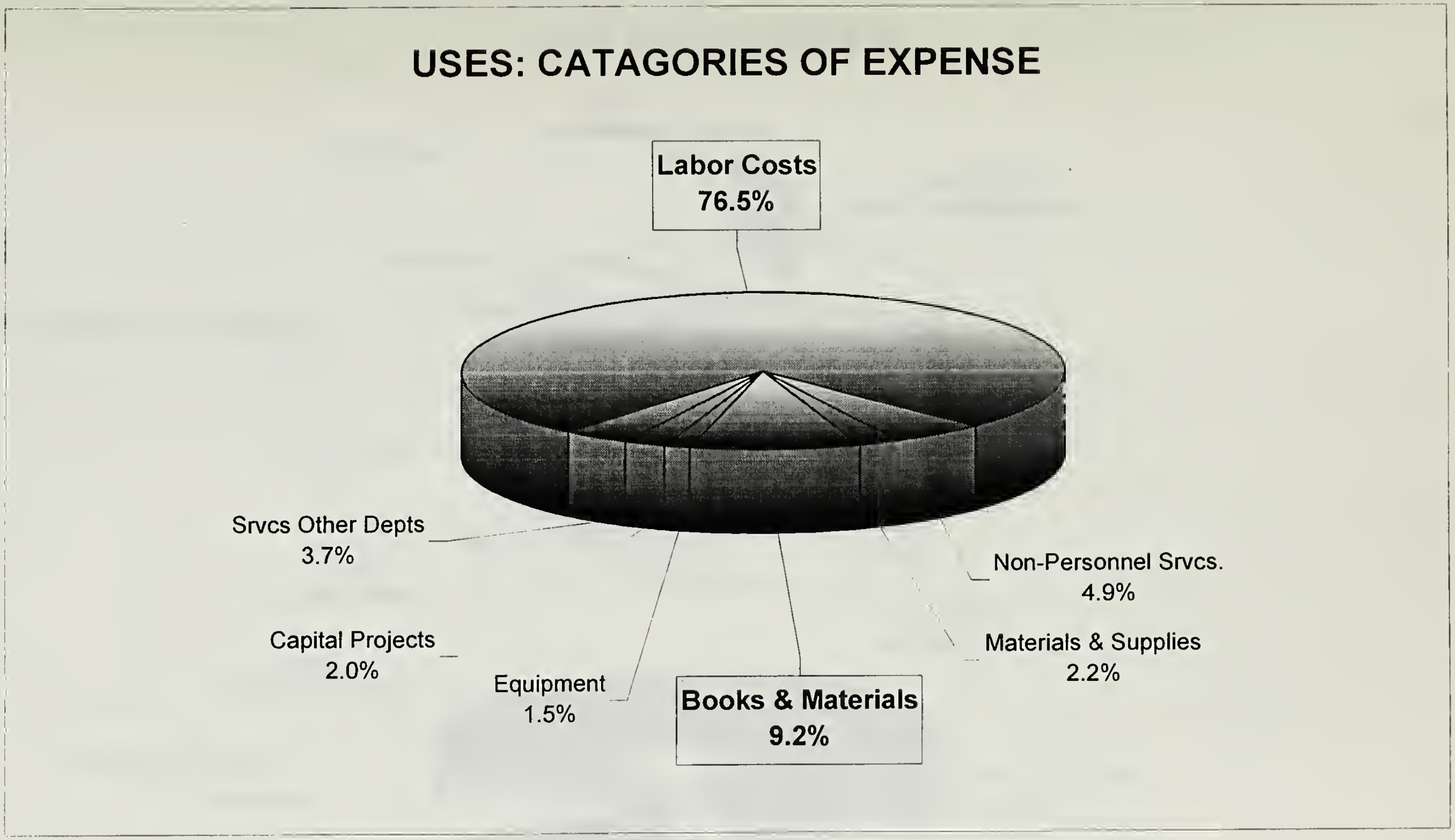


PROPOSITION E (LPF) BY SOURCE

CHART 3

Salaries	$29,904,494
Fringe Benefits	$7,429,965
TOTAL	$37,334,459

Labor Costs	$37,334,459
Non-Personnel Srvcs.	$2,401,349
Materials & Supplies	$1,081,204
Books & Materials	$4,496,026
Equipment	$720,030
Capital Projects	$990,000
Srvcs Other Depts	$1,796,698
TOTAL	$48,819,766



7/21/00

SAN FRANCISCO PUBLIC LIBRARY
FY 2000-01 BUDGET

CHART 4

Main Library	$11,541,099
Branch Libraries	$11,394,386
Techn Srvcs	$3,392,125
Info. Rsrc. Mgt.	$5,121,196
Public Affairs	$894,149
Automation Srvcs	$2,243,091
Operations	$5,927,887
Administration	$3,534,394
Children's Programs	$4,771,439
Total	$48,819,766

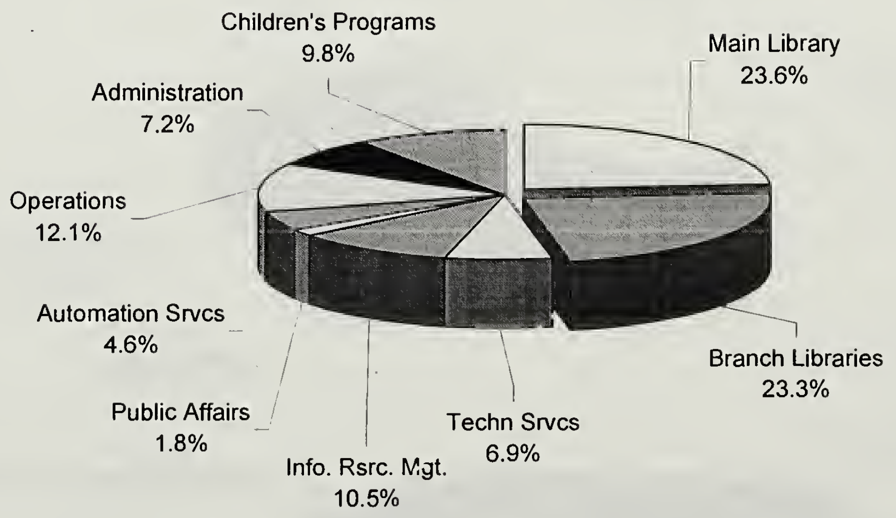
Public Services	$27,706,924
Public Service Support	$17,578,448
Administration	$3,534,394
Total	$48,819,766

Public Services
- Main
- Branch
- Proposition J
- MOCYF

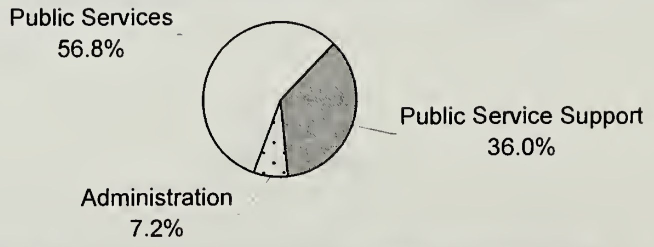
Public Service Support
- Technical Services
- Automation Services
- Operations
- Info. Resource Mgt.
- Public Affairs

Administration
- City Librarian's Office
- Finance Office
- Human Resources Office

BUDGET BY PROGRAM



PERCENT OF BUDGET



SAN FRANCISCO PUBLIC LIBRARY
FY 2000-01 BUDGET

Main	185.84
Branch	173.84
Techn Srvc	47.35
IRM	9.56
Public Affairs	15.33
Automation	12.31
Operations	68.31
Administration	21.81
Childrens Programs	64.69
Total	599.04

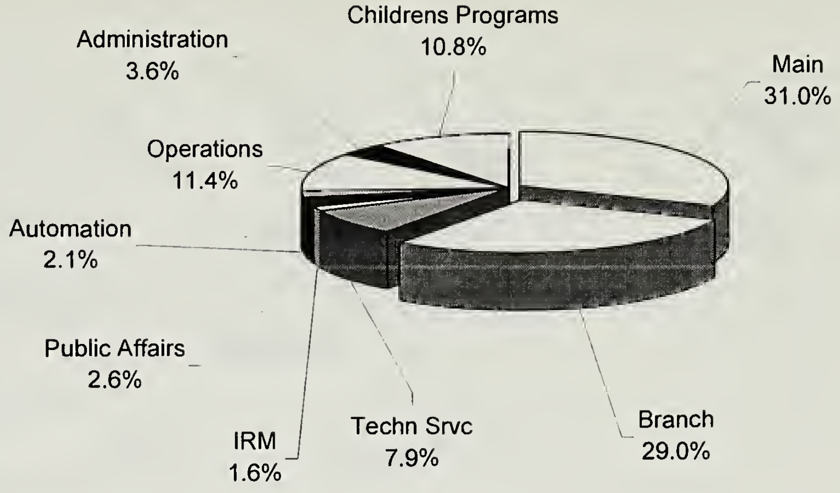
Public Service	424.37
Public Service Support	152.86
Administration	21.81
Total	599.04

Public Services
- Main
- Branch
- Proposition J
- MOCYF

Public Service Support
- Technical Services
- Automation Services
- Operations
- Information Rsrce Mgt.
- Public Affairs

Administration
- City Librarian's Office
- Finance Office
- Human Resources Office

FTE BY PROGRAM



Percent of FTE

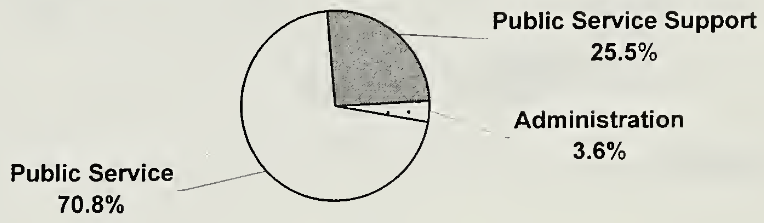


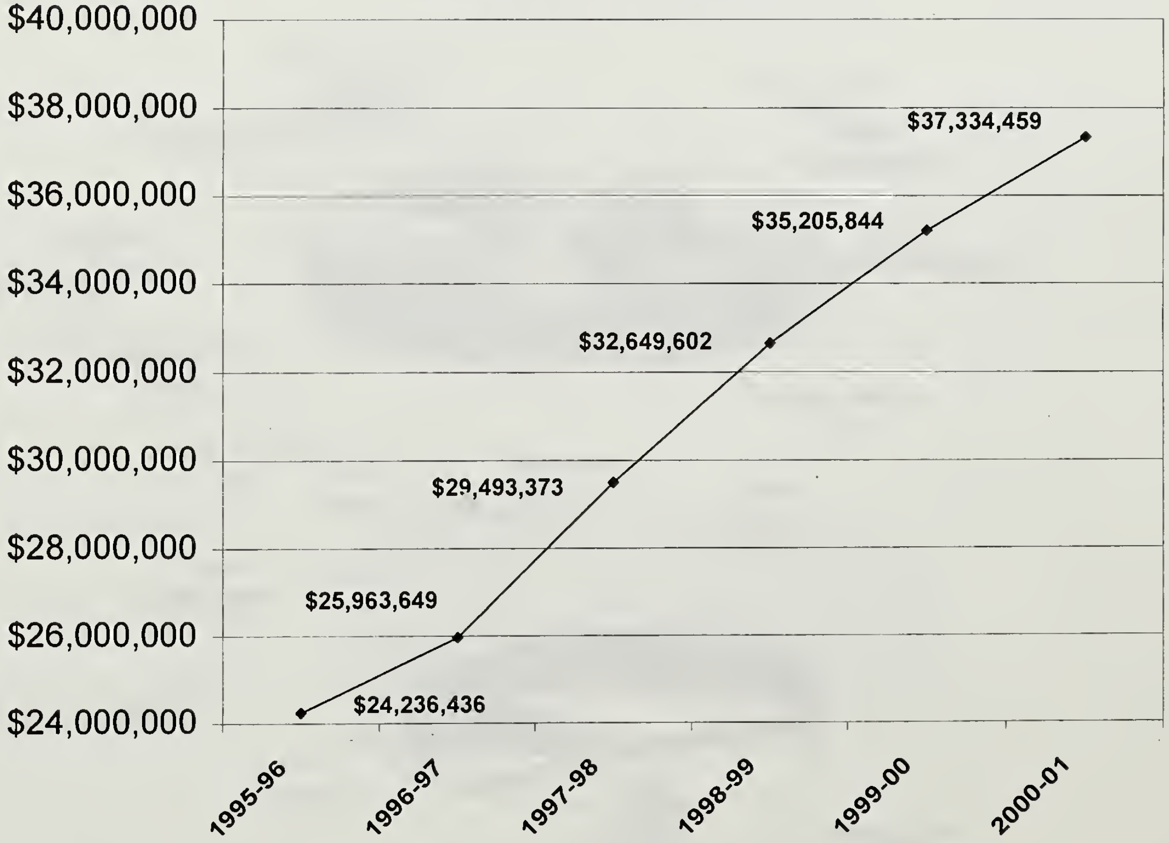
CHART 6

1995-96	$24,236,436
1996-97	$25,963,649
1997-98	$29,493,373
1998-99	$32,649,602
1999-00	$35,205,844
2000-01	$37,334,459

% Change from FY 1995-96

1995-96	---
1996-97	7.13%
1997-98	21.69%
1998-99	34.71%
1999-00	45.26%
2000-01	54.04%

LABOR COSTS



1995-96	508.60
1996-97	481.24
1997-98	579.07
1998-99	574.65
1999-00	597.95
2000-01	599.04

% Change from FY 1995-96

1995-96	—
1996-97	-5.38%
1997-98	13.86%
1998-99	12.99%
1999-00	17.57%
2000-01	17.78%

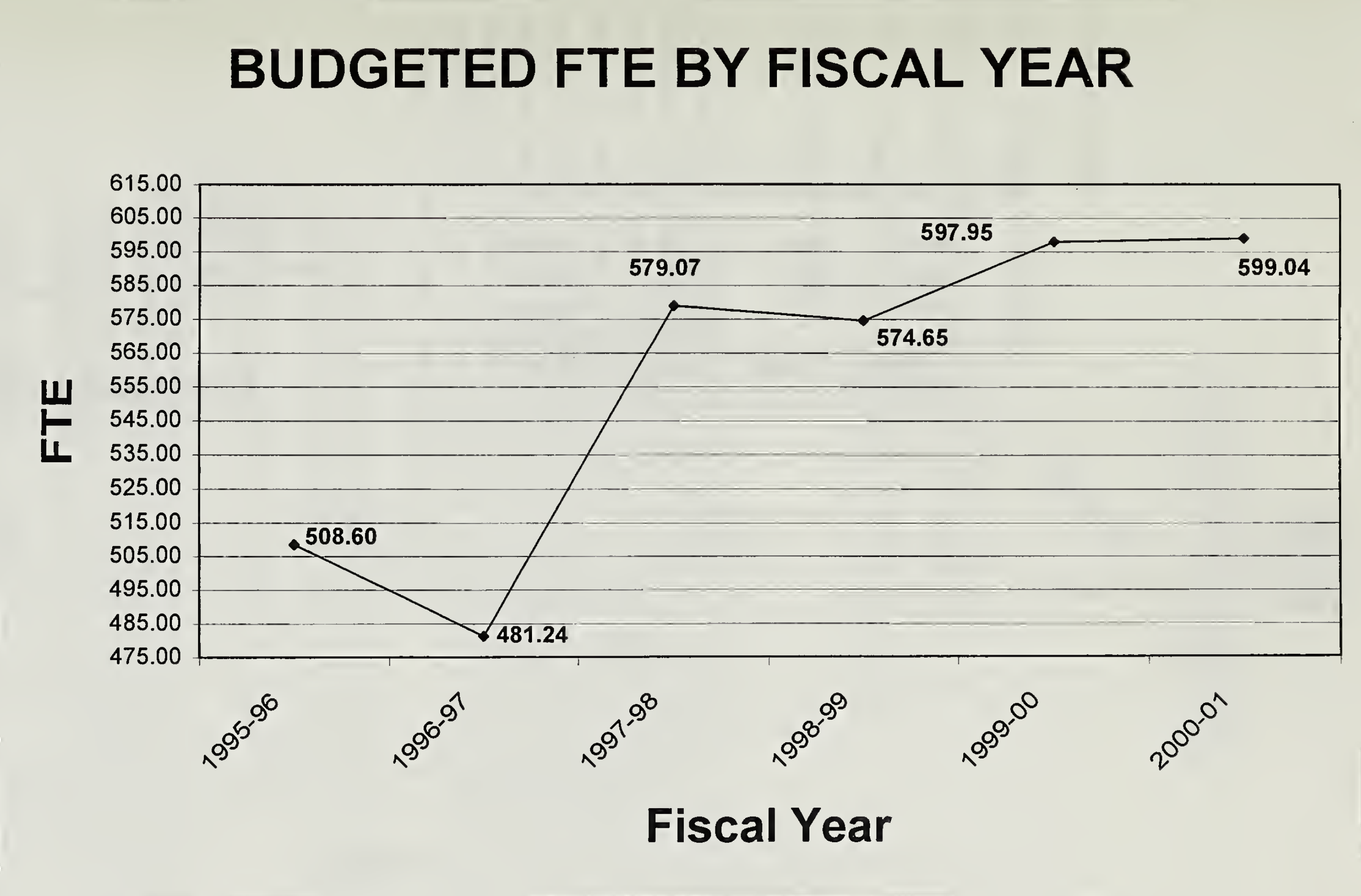
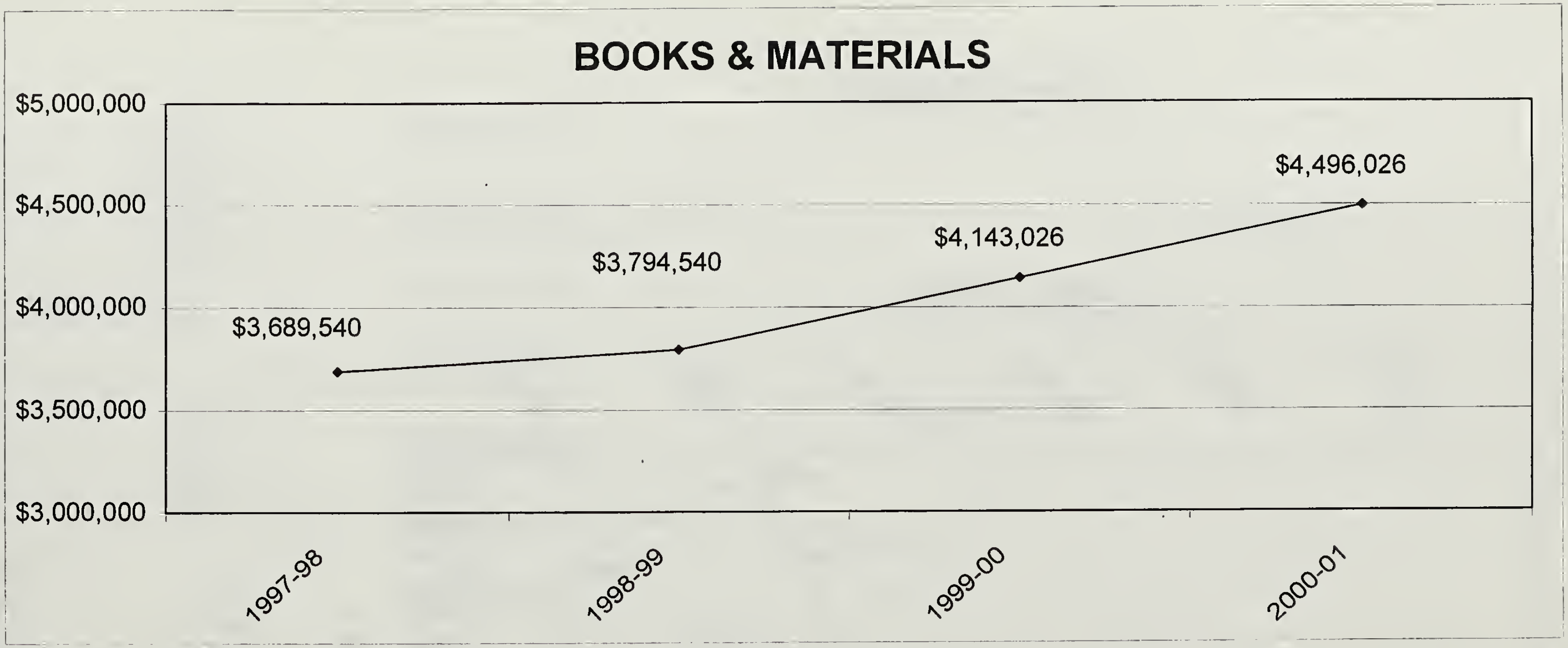
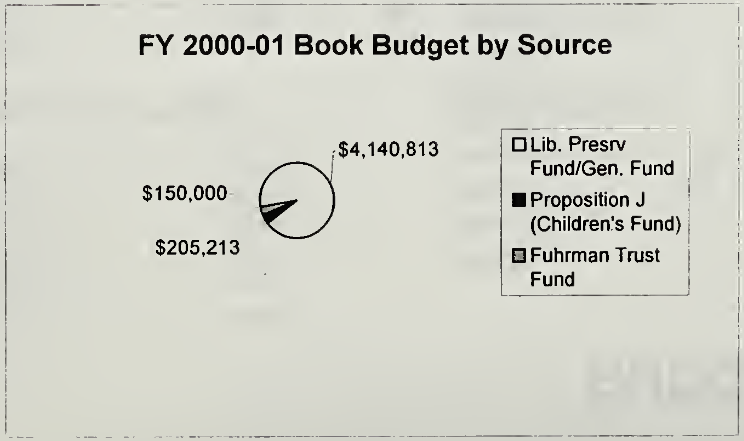


CHART 8



BOOKS & MATERIALS



FY 2000-01 Book Budget by Source

Fiscal Year	Budgeted Amount	Annual Change	Cumulative Change
1997-98	$3,689,540		
1998-99	$3,794,540	2.85%	2.85%
1999-00	$4,143,026	9.18%	12.29%
2000-01	$4,496,026	8.52%	21.86%

Totals reflect amounts originally appropriated each fiscal year.

San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

Memorandum

To: Library Commission

From: Susan Hildreth, Acting City Librarian SH

Re: Events Management Program Recommendations

Date: August 1, 2000

Attached for your information is the "Library Events Management Report" that was prepared by Marilyn Smulyan and presented to the Commission at its April 4th, 2000, meeting. This report analyzed the events management program which has been managed for the Library by the Library Foundation since 1996. In summary, although the events program has provided increased access to the Main Library, a landmark City building, the program has not produced new revenue for the Library, which was its initial intent. In this report, Ms. Smulyan made a number of recommendations which staff has had the opportunity to review. I recommend that the Commission approve the following actions in relation to the Events Management Program:

1. Discontinue the current management agreement with the Friends and Foundation of the San Francisco Public Library, as of June 30th, 2000.
2. Discontinue rentals for after-hours, private events.
3. Continue the successful program of public use during open hours. During fiscal 1998/99, over 330 meetings/events were held, with over 12,300 people in attendance. These figures do NOT include programs sponsored by the Library and the Friends and Foundation in the building.
4. Continue to provide venues for filming activities. Existing staff in Public Affairs and Operations and Maintenance can manage these activities at this time.
5. Continue to allow occasional City-sponsored events, such as the U.S. Conference of Mayors, at cost.
6. Continue to allow events sponsored by the Friends and Foundation, at cost.

7. Request that the Board of Supervisors amend the Administrative Code so that the Library keeps any revenue earned from building uses and dedicates the use of those funds for improved maintenance of the Main Library and for purchase of replacement equipment that supports events.

Unless the Library is able to retain in a special fund the revenue generated by building uses, there is little incentive for rental of the building, as those revenues are used to offset the funds that are contributed to the Library from the General Fund. The establishment of a special fund would create an incentive for the Library to more effectively promote and utilize the spaces while adding to a fund that would support the maintenance of the building. If the special fund is created, staff would report back to the Commission on potential redirection or expansion of the events management program.

San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

Memorandum

To: Library Commission
From: Susan Hildreth, Acting City Librarian SH
Re: Branch Library Facilities Plan
Date: August 1, 2000

The Commission is being requested to accept a gift not to exceed $196,200 from the Friends and Foundation of the San Francisco Public Library to support the development of a Branch Library Facilities Plan. This is an important step in the restoration and expansion of the branches and I am pleased that the Friends and Foundation are willing to support this process.

The primary purposes of the Branch Library Facilities Plan are as follows:

1. Gather detailed information regarding branch service areas, current services, neighborhoods trends, etc., to provide unique information for each branch to support renovation and/or expansion planning.

2. Brainstorm with members of the public, in a series of community meetings, about the role of libraries in the 21st century and identify key service themes to incorporate in branch building projects.

3. Identify the most competitive projects for Proposition 14 funding within a framework that identifies system-wide facility needs. Library facility master plans, although not required in the last round of library bond funding, enhanced the competitiveness of library project applications.

4. Begin planning work that will place the Library in a strategic position to move forward on building projects quickly when funds are available.

The Branch Library Facilities Plan will be done in conjunction with the Bureau of Architecture, Department of Public Works. Jorge Alfaro, Project Architect for the Branch Improvement Bond Program, will be the lead staff member working on the plan; and a library consultant will also assist the Library in facilitating community meetings and in gathering and refining information needed in the plan.

Key elements of the plan will include:

1. Branch library background and history
2. Library services and program analysis
3. Facilities surveys
4. Citywide findings regarding current and projected demographics
5. Siting criteria for new or replacement libraries
6. Generic building programs:
    a. Carnegie branches
    b. WPA branches
    c. 1950's – 60's branches
    d. New branches
7. Project implementation scenarios

Another element of the plan that is being funded separately by the Friends and Foundation is public meetings and meetings with staff regarding branch needs. These meetings will be facilitated by Dallas Shaffer, library consultant, and will be held in September.

Work will begin on the plan as soon as the Commission approves the receipt of the funds and that action is forwarded to the Board of Supervisors for their approval. We will prepare progress reports for the Commission as we develop the plan; and we plan to present a draft for your review in early 2001.

DOCUMENTS DEPT.
AUG 1 8 2000
SAN FRANCISCO
PUBLIC LIBRARY

76
2
1/00
draft

DRAFT

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102
Phone 415.557.4233, Fax 415.557.4240

Willie L. Brown, Jr.
Mayor

Charles A. Higueras, A.I.A.
Acting President

Helen Marte Bautista
Lonnie K. Chin
Steven A. Coulter
Carol Steiman
Fran A. Streets
Darian W. Swig
Commissioners

Hildreth
Acting City Librarian

Michael Housh
Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Draft Minutes of the regular meeting of Tuesday, August 1, 2000

The San Francisco Public Library Commission held a regular meeting on Tuesday, June 6, 2000 in the Koret Auditorium, Main Library.

The meeting was called to order at 5:39PM by Acting President Charles A. Higueras, A.I.A.

The following members were noted present: Acting President Higueras and Commissioners Bautista, Coulter, Steiman, Streets, and Swig

The Secretary noted that Commissioner Chin's arrival was expected momentarily.

Acting President Higueras welcomed newly appointed Commissioner Bautista.

Commissioner Chin joined the meeting at 5:45PM

MINUTES OF THE JUNE 6, 2000 REGULAR MEETING (Agenda Item #1)
Public comment: An anonymous member of the public proposed to make five comments, found deterioration in the Minutes, objected to the size of the typeface used to in the anonymous member of the public's comment summaries as opposed to other submissions, criticized reporting of a statement attributed to Commissioner Coulter on page 5, and suggested that Commission meetings were not being fully recorded, citing transcripts of discussion (from the previous meeting) not found on the audio recording submitted in a letter sent by the anonymous member of the public to the Acting Commission President. Mr. Peter Warfield decried a lack of time to mention all of the corrections he would like made. Mr. Warfield requested correction of a quotation attributed to him on page 3 that did not reflect what he had said. He then read from his public comment summary statement on the Library of California agenda item which he stated accurately reported his comment. Mr. Warfield found the report of his comments concerning remarks attributed to Commissioner Streets on Page 1 unclear, and read from a public comment summary statement he had submitted on the Approval of the May Minutes agenda item asking that this reporting of the Commissioner's comments be included in the Minutes. Additionally, Mr. Warfield suggested that quotations, disparaging characterizations, and editorializing should not be used in reporting the Minutes. An anonymous member of the public rose to request additional time to present further comments noting that the previous speaker's comments had not been timed, had exceeded 3 minutes, and therefore according to the requirements of the Sunshine Ordinance the anonymous member of the public should be allowed additional

The number of members of the public who spoke anonymously at this meeting. 1

Please note: These are draft Minutes subject to revision by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

time to comment. The Acting President allowed additional remarks by the anonymous member of the public. An anonymous member of the public expressed concern that the lack of numbering of agenda items reported in the Minutes, given that they were taken out of order during the meeting, made following the items difficult, and suggested that the Minutes key agenda items by number to make it easier to follow which item was being reported. The anonymous member of the public additionally commented on the absence of a reported source of information for a remark by the Acting Commission President just prior to the closure of the meeting that the meeting must be adjourned in 10 minutes, noting that the Sunshine Ordinance mandates reporting as soon as it becomes known that a meeting's quorum will be lost.

Acting President Higueras asked concerning the differences in type font used in reporting the public comment summary statements. The Commission Secretary responded that development of a standard format for the public comment statement which conformed to the requirements of the Sunshine Ordinance was in process and that the font differences in the draft minutes merely reflected how they had been received or resulted from the process used to copy them into Appendix A. The Secretary further noted that after consultation with the Deputy City Attorney it was his intention to include agenda item numbers with each item as it is reported in future minutes.

In response to a question by President Higueras, Deputy City Attorney Adine Varah reported that there was no specific requirement concerning the format to be used in either reporting or submitting public comment summary statements beyond that they be in writing and no more than 150 words. In answer to a question by Commissioner Coulter, Deputy City Attorney Adine Varah reported that it was the City Attorney's view that a 150 word public comment summary statement was allowed for each agenda item on which a speaker offered comments.

Commissioner Coulter expressed frustration with the awkward language and excessive syntax complexity that the use of terms such as an anonymous member of the public forced upon the minutes and asked that the Deputy City Attorney advise the Commission of other less cumbersome means of addressing in the Minutes the mandated anonymity allowed to speakers requesting it when making public comments before the Commission.

Commissioners Chin, Steiman, and Streets discussed the previous difficulties and various approaches the Commission had tried in an effort to respond to criticism of its meeting minutes Commissioner Streets requested that the Commission again formally discuss and consider approval of a format for its Minutes to conform with new requirements.

MOTION: by Commissioner Bautista, seconded by Commissioner Swig for approval of the Minutes with appropriate corrections of items questioned by members of the public.

ACTION: Aye 7-0 (Bautista, Chin, Coulter, Higueras, Steiman, Streets, and Swig)

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ACTING CITY LIBRARIAN'S REPORT (Agenda Item #2)
Acting City Librarian Susan Hildreth formally welcomed Commissioner Helen Bautista to the Commission. Commissioner Bautista noted she had visited all but two branches and reported that she found the library was humming everywhere with children and activities everywhere she had visited. Commissioner Bautista expressed appreciation to the Friends and Foundation for their continuing support for the branch libraries. She also applauded the Commission's decision to pursue a bond issue to improve branch libraries. Commissioner Bautista mentioned three topics she proposed to address while serving as a commissioner: consistent monitoring of upkeep in the branches, graffiti eradication at branch Libraries, and a greater focus on improvement of the garden areas at some branches.

The Acting City Librarian informed the Commissioners that Ms. Deborah Doyle had been appointed San Francisco's representative on the Bay Area Library and Information Systems Advisory Board (BALIS) by the Board of Supervisors for a term of office ending June 30, 2002.

Drawing attention to branch library improvements Ms. Hildreth reported on lighting and painting work underway at Marina Branch, that a new roof will be provided for Anza Branch with a two month project completion target, and the final walk through on the Ocean View Branch had been scheduled for the first week in August.

Regarding the Friends and Foundation Memorandum of Understanding (MOU), the Acting City Librarian noted that in response to concerns raised by members of Local 790, the Board of Supervisors Finance and Labor Committee had continued its discussion of the MOU to its August 2, 2000 meeting. Ms. Hildreth reported the Library had offered testimony in support of Board of Supervisors approval of the proposed MOU and that she had met with members of the union to respond to their concerns.

The Acting City Librarian informed the Commissioners regarding the on-going process to evaluate the proposals of the two non-profit agencies, San Francisco League of Urban Gardeners (SLUG) and Christmas in April which had responded to the Library's request for proposals (RFP) for the Tool Lending Center. She noted that both proposals were very competitive and that the Library hoped to have the Tool Lending Center project underway during September.

Public comment: An anonymous member of the public welcomed the new Commissioner, noting that the anonymous member of the public allowed her a degree of latitude but that all discussions should be kept within the scope of the written agenda item. The anonymous member of the public discussed the Foundation and Friends MOU mentioning concerns raised by the Librarian's Guild. The anonymous member of the public questioned whether the MOU before the Board was the same as that approved by the Commission in February, calling attention to differences in the space management aspects of the legislation accompanying the agreement. The anonymous member of the public asked if the Commission expected that legislation adopted by the Board of Supervisors to be as it had been approved by the Library Commission. The anonymous member of the public described the new BALIS representative appointed by the Board of Supervisors as a fine individual. Mr. Ed Regan approved of the idea of a tool lending library, but suggested that hours of service and gaps in the book collections were greater priorities. Ms. Barbara Berman, Friends and Foundation of the San Francisco, applauded Commissioner Bautista's comments in support of the branch libraries. She expressed strong support for approval of the Friends and Foundation MOU. Ms. Deborah Doyle, Friends and Foundation of the San Francisco Public Library and member, BALIS Board welcomed Commissioner Bautista, proposed to report to the Commission concerning BALIS activities at its October meeting, thanked the anonymous member of the public for the anonymous member of the public's kind words, and expressed commitment to helping to improve library services during her term in office. Ms. Doyle also expressed support for approval of the Friends and Foundation MOU. Mr. Chuck Forester, Acting Executive Director of the Friends and Foundation of the San Francisco Public Library welcomed Commissioner Bautista, stated clearly that the Friends and Foundation events management role was ended remarking that that part of the MOU was no longer applicable, and that the remainder of the MOU continued to reflect exactly the relationship between the Library and its Friends and Foundation which the Library Commission had approved at in February. Mr. Forester congratulated Ms. Doyle on her appointment as BALIS representative. Mr. Peter Warfield welcomed Commissioner Bautista commending her visits to branch libraries, and expressing hope that her enthusiasm for improvements would extend to other areas. Mr. Warfield recommended that the new Commissioner read a number of recent library reports (e.g. the Post Occupancy Evaluation of the Main Library) in order to get a sense of these issues. Mr. Warfield discussed his concerns with amendments to the administrative code associated with the Friends and Foundation MOU, expressed a lack of legislation's source and regarding which language prevails when different, noted the ordinance had not been presented to the Commission for approval. Mr. Warfield also expressed concern with language which would allow the City Librarian to except gifts from the Friends and Foundation up to $25,000 without Board of Supervisors approval in contrast to the usual requirement for Board of Supervisors' approval of gifts exceeding $5,000. Mr. Warfield questioned granting of additional authority to the City Librarian in the agreement.

Commissioner Steiman requested that the Commissioners receive copies of the Ordinance and was joined by Acting President Higueras in thanking Ms. Doyle for accepting the task of representing San Francisco on the BALIS Board. Commissioner Swig also requested copies of materials that were provided to the Board of Supervisors regarding the Friends and Foundation MOU. Acting City Librarian Susan Hildreth clarified the Friends and Foundation MOU the Commission had approved in February had authorized unlimited authority for the City Librarian to receive gifts from the Friends and Foundation and that the $25,000 limit proposed in the Board of Supervisors proposed ordinance represented a reduction from what the Library Commission had approved. In response to the . Commissioner's interest, Deputy City Attorney Adine Varah offered to respond to questions that arose after the Commissioners had received and had an opportunity to review the proposed Board of Supervisors legislation. Ms. Varah noted that the Commissioners would find that the Legislation was consistent with the MOU. Ms. Varah informed Commissioner Steiman that the decision to reduce the gift acceptance amount to $25,000 was made on the recommendation of the City Controller and that the legislation included a new requirement that the City Librarian annually submit a report to the Controller and the Clerk of the Board of Supervisors detailing gifts received and expenditures from gifts from the Friends and Foundation. In response to a request from Commissioner Streets, Ms. Hildreth proposed to bring the terms of the agreement to operate the tool lending center to the Commission for its review. Responding to a query by Commissioner Swig, Ms. Varah proposed to look into and inform the Commissioner concerning how heightened reporting requirements could impact the friends and Foundation's acceptance of anonymous gifts.

NOMINATION OF COMMISSION OFFICERS (Agenda Item #4)
Upon Acting President Higueras' request the Commission Secretary informed the Commissioners concerning the usual practice for nominating candidates to serve as Commission President and Vice President for the remainder of 2000. The Acting Commission President requested that his fellow commissioners declare interest or lack of interest in serving as Commission officers. There was a brief discussion among the Commissioners during which Commissioner Chin indicated that her professional duties would preclude her serving. Commissioner Steiman nominated Acting President Higueras to serve as President from the remainder of President Llorente's term. Acting President Higueras then nominated Commissioner Steiman to serve as Vice President during the remainder of the year. The Acting President and Commission Secretary affirmed that the term of office would be for the remainder of this year. There were no additional nominations made.

Public comment: Mr. Peter Warfield urged that other members of the Commission to consider serving as officers because in his view should the Supervisors' approve the (Friends and Foundation) MOU there would be less work to do. Mr. Warfield then discussed aspects of the MOU legislation regarding acceptance of gifts and its lease terms averring that the point of these comments was to demonstrate that the Commissioner duties would be lessened by its approval. Mr. Ed Regan expressed support for Commissioners Higueras and Steiman serving as President and Vice President. An anonymous member of the public observed that in the anonymous member of the public's view the Commission's election of officers would not only be an appropriate return to civil process, but also a wiser course than continuing the current temporary situation, particularly noting that the lack of a Vice President could pose problems in the absence of the Acting President.

MAIN LIBRARY POST OCCUPANCY EVALUATION UPDATE (agenda item #4)
Acting City Librarian Susan Hildreth described chart which highlighted recent steps taken in the Library's response to the recommendations included in the Post Occupancy Evaluation (POE) of the Main Library, (copy attached). Ms. Hildreth noted the previous report on funds available in the Library Improvement Fund, reported on $60,000 in projects which building contractor Huber, Hunt, Nichols still owes the Library.
Ms. Hildreth noted that building close out issues would be addressed by Rich Walsh, Library Operations and maintenance Director and Ned Himmel, the Chief of the Main

Library, who would be working closely with Mr. Phil Sowers of the Bureau of Architecture, Department of Public Works. Mr. Sowers was reported to have created a prioritized list of 21 projects (copy attached) for which he is preparing project details and costs for the Library's consideration.

Additionally, the Acting City Librarian informed the Commissioners concerning details of some other Huber, Hunt, Nichols projects underway. Regarding Brooks Hall, Ms Hildreth described a development program to be drafted by the Library, the Department of Technical Services and the Bureau of Architecture. The Commissioners were informed that Library Chief of Technical Services, Ms. Vivian Pisano would be investigating potential sites for relocation of technical and other non-public services from the Main Library to other existing city properties. The Acting City Librarian next discussed aspects of planned and on-going way finding and signage improvements including a proposed Request for Proposals (RFP) for a signage system for the Main Library. Ms. Hildreth explained proposed changes proposed by staff in the online catalog to make it more user friendly and better assist patrons in finding items in the building. The Acting City Librarian also noted that OCLC, the Library's online bibliographic utility, would assist in assessing the existing collection helping to provide information to support on-going collection development activities. Finally, Ms. Hildreth proposed that she make regular reports on developments related to POE projects to the Commission.

Public comment: Mr. Ed Regan recommended that dictionary and encyclopedia centers be created in the library and suggested that installing swivels on some windows could facilitate cleaning.

In response to a question by Commissioner Bautista , Ms. Hildreth proposed that Roberto Esteves, Library Chief of Information and Resource Management, make a presentation on the collection development activities to the Commission at its September or October meeting. In response to a query by Commissioner Steiman, the Acting City Librarian detailed efforts to fix leaks in the Main Library's seismic joint. Then, Ned Himmel, Chief of the Main noted that the trouble plagued public lockers on the first and sixth floor were to be removed. Commissioner Steiman mentioned that the unused area at the Larkin Street entry might be a location for a volunteer staffed patron belongings check in area. Mr. Himmel reviewed suggestions under consideration to dampen noise in the atrium, and that staff were working on finding a way to reduce the noise. In response to an inquiry by Commissioner Chin, Mr. Himmel described the buzz in the library world concerning the new high tech library recently opened in suburban Vancouver, Canada which Library staff would be visiting to gather ideas for improvements to our library system. The Chief of the Main informed Commissioner Swig that the proposed "virtual" model of the building offered at no cost to the Library by Visit 3D.com was still a possibility and that it was hoped that it could be used to assist in improving way finding for patrons. Acting City Librarian Hildreth informed Commissioner Streets concerning the various categories of building close out issues that could be involved in a supplemental funding request from Library Improvement

Funds which would be brought to the Commission for its consideration. Mr. Himmel further clarified that many small projects were currently being addressed within on-going upkeep activities. The Acting City Librarian described these efforts as a first step in responding to the POE recommendations in answer to an inquiry by Commission Bautista. Ms. Hildreth and Mr. Himmel informed Commissioner Bautista that the existing security staff could adequately address needs at the Main but that questions remained concerning security in branch libraries. The City Librarian proposed to bring issues involved in branch libraries to the Commission for their review and consideration in the Fall. Commissioner Coulter noted that Apple Computer had originally proposed providing high tech kiosks at Main Library entrance areas to assist patrons with way finding and provide information on library services in a touch screen format, but that due to circumstances this plan had not happened. He suggested and the Acting City Librarian agreed to look into reviving this proposal.

BRANCH LIBRARY CONSTRUCTION AND IMPROVEMENT BOND UPDATE (Agenda item #5)
Acting City Librarian Susan Hildreth brought the Commissioners up to date concerning the proposed General Obligation Bond for Branch Library Construction and Improvements. The Acting City Librarian reported the Board of Supervisors had completed action to place the proposal on the November Municipal Election ballot. Ms. Hildreth discussed how the Capital Improvements Advisory Committee, (CIAC), had arrived at the final Bond amount of $105, 865,000. In outlining the reductions bond amount suggested by the Mayor's fiscal staff, Ms. Hildreth noted that a reasonable assessment that the Library could expect to successfully compete for $10,000,000 in State Library construction and improvement Bonds authorized by Prop. 14. She additionally noted that reductions of $10,000,000 in the anticipated costs for Brooks Hall improvements and creation of the technical/support Services Center could reasonably be made based on the likelihood a cost sharing partnership with other city departments for Brooks and the availability of city owned properties for locating the Support Center . The Acting City Librarian explained how the remaining $2.4 million in ESP II Seismic Safety Bond funds allocated for improvements at the Richmond Branch could be applied to offset bond costs, or if the bond failed these funds could be used to leverage Prop. 14 funds. Ms Hildreth reported on the Friends and Foundations extensive efforts to mount a campaign in support of approval of the bond by the voters.

Public comment: an anonymous member of the public observed that much had occurred since the Commission's last meeting and commented on questions raised at a Capital Improvement Advisory Commission (CIAC) meeting the anonymous member of the public had attended concerning the possible inadequacy of the amount of the proposed bond to fund all of the projects proposed during the public discussion of the bond request . The Anonymous member of the public observed that following a closed session staff discussion the amount of the bond request was reduced further. Mr. Ed Regan suggested that half of the proposed bond funding could go to questionable seismic upgrading, which he opposed. Mr. Regan further commented that he felt the newest branch library an Ocean View was not big enough and that for all future branch libraries should have at least three floors

The number of members of the public who spoke anonymously at this meeting. 1

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Mr. Peter Warfield spoke concerning the CIAC meeting which he had attended, reporting favorably on the representatives of the Friends and Foundation's urging that the CIAC approve a bond amount sufficient to meet public expectations for branch library improvements to be made with bond funds. Mr. Warfield noted that the CIAC had instead reduced the bond amount.

Commissioner Steiman expressed concern with the reduction in the amount approved for the branch bond, particularly regarding the Support Services Center recalling the major impact created by reductions in the bond requested for construction of the Main Library. Commissioner Bautista emphasized the importance of replacing branch libraries in rental locations. She suggested the Library consider partnerships with the Department of Parking and Traffic to share locations with city parking garages. Commissioner Steiman expressed interest in partnerships only where branch libraries could be located where there is both visibility and ease of public access, such as in the Glen Park neighborhood.

RESOLUTION MISSION BAY BRANCH LIBRARY LOCATION (Agenda Item #6)
The Acting city Librarian and Ms. Marsha Rose, Director of the Mayor's Office of Housing described a joint project proposed by the San Francisco Redevelopment Agency for a multi-use development including a new Mission Bay Branch Library as an original element for a site located at the corner of 4th Street and Berry Streets. Ms. Rosen described the history and dimensions of the Board of Supervisors approved Mission Bay Project. She described the addition of 6,000 new residences, a new campus for the University of California, San Francisco, and extensive new commercial spaces created when the project was complete. Ms. Rosen, in particular, detailed plans for Mission Bay North, mentioning transit access existing and planned, proposed market rate and affordable housing developments, and favorable aspects of the particular 4th at Berry Streets site under consideration for senior housing, community serving spaces, and a proposed new branch library. Ms. Rosen emphasized the great advantages which could accrue by including the Library as an original partner in developing this site. She emphasized that the proposed resolution was more a statement of serious interest by the Library Commission rather than a binding commitment to a specific plan. The Acting City Librarian informed the Commission that she had had preliminary discussions with the San Francisco Unified School District concerning a partnership for a South of Market/Mission Bay school and branch library development but discovered that the school district would not be ready to undertake such a project for at least ten years.

Public comment: Mr. Ed Regan suggested that the Transbay Terminal or a site nearby as a better location for a branch library in that part of the city, citing the large numbers of people using the terminal. An anonymous member of the public found the proposed new branch library project problematic, citing concerns with the nearness of the Ball park, and opined that this project might be more useful after population density the neighborhood increased. The anonymous member of the public disagreed with the City Librarian's reference to the Library in context of other non-profit s, and urged caution in pursuit of this project. Mr. Chuck Forester, Executive director of the Friends and Foundation expressed strong support for the library's participation in this project as an opportunity in this new facility to highlight cutting edge technology. Mr. Peter Warfield asked if detailed analysis of the needs and plans were available and expressed discomfort with proceeding without examining what the areas needs were and if these needs could be met in other ways. Mr. Glenn Ramensky, a neighborhood resident near Mission Bay, strongly supported the Library's participation in creating new public service facilities such as this new neighborhood branch library citing the present and growing future needs in the area.

In response to a question by Commissioner Chin, Ms. Rosen discussed in general how costs could be shared among project participants, noting the value of the site, absorption of site clean up costs by Catellus, and potential for additional decreased costs through co-location of the affordable housing, the branch library, and associated community services activities. In response to queries by Commissioner Steiman, the Acting City Librarian explained that a 10,000 sq. ft. branch facility with shared community meeting space would meet the library's needs and have the advantage of reduced costs through shared use. Ms. Rosen also pointed out that Catellus has made creating optimal technology infrastructure throughout the entire Mission Bay project a basic component of its building program. Commissioner Bautista expressed support for this project as a good opportunity for the library to share resources in partnership to provide patrons, particularly children, with the latest technological resources. Acting President Higueras, agreed that this was a good idea, but emphasized that the Commission would have to exercise strong oversight during both the design and construction phases to make sure the new branch fully served the needs it would be created to meet.

MOTION: by Commissioner Streets, seconded by Commissioner Coulter for approval of the resolution authorizing the Library to participate in the possible development of a Mission Bay Branch at the designated site.

ACTION: Aye 7-0 (Bautista, Chin, Coulter, Higueras, Steiman, Streets, and Swig)

BRANCH FACILITIES PLAN-GIFT ACCEPTANCE (Agenda Item #7)
The Acting City Librarian provided the Commissioners with an overview of the the Friends and Foundation gift of $196,200 gift to fund creation of a branch facilities plan. Ms. Hildreth noted that the gift would fund an information gathering effort, to be headed by Mr. Jorge Alfaro, of the Bureau of Architecture, to compile information concerning branch services areas, current services, trends in their neighborhoods, and needed unique information about each branch to support renovation or planning. She described a branch by branch effort to define needs and consider programs and spaces to be created. The Acting City Librarian also proposed gathering public input both by neighborhood and citywide on current needs and to identify new services in the coming years. Ms. Hildreth recommended that a Library consultant, Ms. Dallas Shaefer, formerly the Monterey County Librarian and a well regarded library professional, be engaged to manage that part of the planning effort. The Acting City Librarian noted that the requested gift from the Friends and Foundation would be used to fund the Bureau of Architecture's information gathering and reporting activities and the library consultant's tasks would be

The number of members of the public who spoke anonymously at this meeting. 1

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funded directly by the Friends and Foundation with other funds. Ms. Hildreth then introduced Mr. Alfaro, who outlined the extensive information gathering process that the Bureau of Architecture proposed to conduct to thoroughly examine the history, current needs, and potential for future improvement of each branch library. Mr. Alfaro emphasized library staff's involvement would be a central element in both the Bureau of Architecture's assessments of current conditions and all aspects of planning for renovation and improvements. He also noted that public input on these matters would be sought. Mr. Alfaro noted that the Bureau's role was to document and assist with the Library's development of its facilities plan. The Acting City Librarian commented that plans for public meetings to gather comment and meetings with staff were set for dates in September and that should the Commission approve recommendation that the Board of Supervisors accept this gift from the Friends and Foundation, they would go forward.

Public comment: An anonymous member of the public found the proposal vague, that it compromised public participation, and indicated that it appeared that the City Librarian had already engaged a consultant, without setting any criteria for the work. The anonymous member of the public expressed concern that this process ignored recommendations for planning in the Post Occupancy Evaluation (POE). The anonymous member of the public further stated this created a private planning process which served the needs of the public/private partnership, funneling all decisions through people privately hired so that public interests are not followed, facilitating privatization of the library. The anonymous member of the public commented that there was no accounting in the proposed resolution of where the $196,000 goes, and that the resolution writes the Commission and the public out of the process. Mr. Ed Regan suggested that this gift might come with strings and that the Library already had many projects to keep it busy. Mr. Chuck Forester, Executive Director of the Friends and Foundation, commended the Acting City Librarian's commitment to involve the public in the branch planning process , informed the Commissioners that the purpose of gifts to the Library were solely to support its work, and that selection of the Bureau of Architecture and the library consultant to do the work described were decisions made by the Library staff without any involvement by the Friends and Foundation to pay for them. Mr. Peter Warfield echoed some of the previous speakers regarding the vagueness of the proposal, and noted he did not find specifics of funding for the elements in the plan. Mr. Warfield commented that the public had requested more books and more hours as priority needs. Mr. Warfield found disturbing vagueness regarding the Commission's role, given its duty to set policies for the Library, in the proposed planning process. Mr. Warfield observed that core functions such as planning should not be funded by private entities but should only be done as a core function when publicly funded.

Commissioner Steiman appreciation for the Friends/Foundation without strings support for the branch facilities planning effort. Commissioner Steiman expressed dissatisfaction with the manner in which recent public meetings had been conducted by the Library, noting very low participation. She discussed various options that might be undertaken to improve attendance, suggesting the library consultant should reach out to many existing organizations and neighborhood entities to gather input. Commission Steiman observed

The number of members of the public who spoke anonymously at this meeting. 1

that some education regarding how libraries function might help, but that active involvement of branch staff would be essential to gathering accurate information. Commissioner Steiman requested that the Commission be kept fully informed regarding the information gathered as these meetings are held. The Acting City Librarian responded with a commitment that the Commissioners would receive regular reports on these meetings, and that the Library Commission would have several opportunities to review and comment on draft reports and review and approve any final report. Ms. Hildreth explained that the Bureau of Architecture had provided an itemized budget, that these funds would be placed in the Library budget and that as the project proceeds the Library and the Commission would have oversight throughout the process. The Acting City Librarian informed Commissioner Bautista concerning the background and experience of the recommended library consultant. There followed a discussion among the Commissioners concerning the need to gather additional information on branch library needs, the many recent less that successful efforts to gather public comment, and concerning problems which other public agencies have had with using consultants when staff could gather the information and save funds. Commissioner Chin suggested that volunteers might be effectively used to gather the needed information. The City Librarian informed the Commissioners that this gift would fund work largely to be done by the Bureau of Architecture, that the consultant's costs shouldn't be significantly greater than $25,000, and that this task was beyond the ability of current library staff to do the needed work. Commissioners Chin and Coulter raised questions regarding how the Library's Strategic Planning process would be tied into this proposal and that the overall process must facilitate the Commission involvement in considering and setting policy. The Commissioners discussed how to proceed and concluded that they would accept this gift to fund the Bureau of Architecture work. The Acting City Librarian was requested to provide more information concerning an overall planning process, including a more detailed presentation of aspects of the branch facilities planning process, and information on the work of the consultant. It was the consensus of the Commissioners that the Commission should give additional consideration to the role of strategic planning at an upcoming meeting. Deputy City Attorney Adine Varah clarified that approval of this resolution was recommending that the Board of Supervisors approve acceptance of this gift, rather than that the Commission accepted the gift.

MOTION: by Commissioner Streets, seconded by Commissioner Bautista for approval of a resolution to recommend to the Board of Supervisors acceptance of a gift of approx. $196, 2000 from the Friends & Foundation of the San Francisco Public Library to fund development of a Branch Facilities Plan.

ACTION: Aye 7-0 (Bautista, Chin, Coulter, Higueras, Steiman, Streets, and Swig)

At the suggestion of Commission Coulter, Library staff was requested to bring the Commission an update on strategic planning process at the September meeting.

The Acting Commission President Higueras called a brief recess in the meeting at 8:27PM. The meeting resumed at 8:36PM

The number of members of the public who spoke anonymously at this meeting. 1

REPORT ON THE 2000/2001 LIBRARY BUDGET (Agenda item #8)
Library Finance Director George Nichols presented a detailed review of the final 2000/2001 Fiscal year budget, (copy attached). Mr. Nichols pointed out that there were corrections in percentages reported on pages one and two and called attention to replacement pages. The Library's finance Director highlighted the budget's successful fulfillment of objectives set by the Library Commission last Fall during their budget planning discussions. The critical needs: enhancement of the collection; maintaining and improving library facilities, increasing public access to digital resources, funding additional positions to cover increased workload, and covering salary and benefits increases mandated by citywide labor agreement, were presented and the budget's response to each was explained. This budget was reported as a net $2.754 million or 6% greater than the previous fiscal year. Additional funding was reported provided to the Library Budget by the Mayor to cover increased labor costs mandated by the SEIU (Service Employees International Union) contract, workers compensation costs, and to fund branch library electrical improvements. Also, Mr. Nichols noted $20,000 was added by Supervisor Yee for new computers for the Parkside and Ortega Branch Libraries. The Finance Director reported details of various budget reductions adopted by the Board of Supervisors at the recommendation of its Budget Analyst. Mr. Nichols discussed extensively the various increases in labor related costs and position changes reflected in the approved budget. He particularly called the Commissioner's attention to the likely impact of contract mandates salary increases on its planning for future library budgets. Labor costs were identified as 76.5% of Library costs. The budget also was described as having an increase of $353,000, bringing the Book and Materials budget up to 9.2% of the total Library budget. Mr. Nichols finally briefly described the various sources of library funds.

Public comment: Mr. Ed Regan noted that labor costs comprised 76.2% of the budget, and the book budget was 9.2%. He additionally suggested reorganization of the book collections separating the reporting of budget numbers for fiction, non-fiction, and encyclopedias. Mr. Peter Warfield commented that the book budget failed to meet to goals set by the previous City Librarian, that the budget provided for no increase in hours based on claims that no funding was available yet supplemental funding was found for other uses. An anonymous member of the public noting addition of $20,000 for computers at the Parkside and Ortega branches by Supervisor Yee, wondered at the future impact of supervisors elected by district on the budget process.

Responding to a question by Commissioner Streets, Mr. Nichols explained why he believed that the Controller had added grant and gift funded positions to the budget. In answer to a question by commissioner Steiman, the Budget Director discussed his efforts to redirect designated salary savings to actually fund positions and noted that the library's set 3% salary savings figure was not a realistic assessment of the real 6% rate of vacant or transitioning positions that exist in the library system at any given time. Mr. Nichols emphasized that his goal is to consistently manage the salary budget to minimize tying up needed resources. Commissioner Steiman requested that the Finance Director begin next year's budget process by bringing the Commission a report at its October meeting. Mr. Nichols agreed to do so.

The number of members of the public who spoke anonymously at this meeting. 1

In response to a query, the City Librarian informed Commissioner Steiman that the new Ingleside Branch Library would open this Fall. The Acting City Librarian discussed in some detail some of the difficulties and new efforts underway in how the Library covered daily staffing and filling of vacant positions at branch libraries in response to questions by Commissioner Bautista.

EVENTS MANAGMENT REPORT RECOMMENDATIONS (Agenda Item #9)
The Acting City Librarian reviewed for the Commissioners the recommendations included in the Events Management Report. Ms. Hildreth noted that the Friends and Foundation role in the events management program had ended by mutually agreement on June 30, 2000. The Acting City Librarian outlined the recommendations made in the report which she proposed that the Commission accept. The City Librarian recommended: that the previous events management program not be continued; that rentals for after hours events be discontinued; that the highly successful program of no - or at cost public events offered during open hours be continued; that filming activities such as the Nash Bridges program which generate revenue and do not impose burdens on staff continue to be allowed; that occasional city sponsored events such as the US Conference of Mayors meeting be allowed, that the Friends and Foundation continue to have the right to hold events at cost, and finally that the Commission request that the Board of Supervisors amend the administrative code to permit the Library to retain all funds earned through use of the building to be used for a specific purpose such as maintaining the building.

Public comment: Mr. Ed Regan suggested that all meetings held during library hours be posted to inform patron if they were open to the public or not. An anonymous member of the public questioned continuing to grant the Friends and Foundation to use the Main Library while denying this right to other non-profit organizations, recommended that the library only allow events in the building that complied with the Library's meeting room policy, and further questioned the meaning of language in the legislation associated the Friends and Foundation MOU. Mr. Peter Warfield called the events management program bad; citing hidden costs, detrimental effect, and special privilege. He questioned when the Friends and Foundation would be allowed to use the library, suggesting that there were no restrictions on use during public service hours. Mr. Warfield cited details from the Events Management Report which he felt demonstrated significant unrecovered hidden costs to the Library. Ms. Debra Doyle, Friends and Foundation, explained to the Commission that special arrangements to allow use of library facilities by dedicated library support groups are the norm in libraries throughout California and indeed nationally.

The Commissioners discussed various aspects of the events management program. In answer to a question by Commissioner Streets, the City Librarian confirmed that unless the administrative code were changed to benefit the library, funds from filming activities while paid to the library would go into the General Fund. The Acting City Librarian specifically clarified that events, including Friends and Foundation Events held during public service hours are free and open to the public. In answer to a question by Commissioner Chin, the Acting City Librarian noted that Library Affinity Center programs have been successfully supported by the Friends and Foundation through their staff without difficulty. In response to a query by Commissioner Bautista.

MOTION: By Commissioner Steiman, seconded by Commissioner Chin that the Commission adopt the Events Management Report recommendations proposed by the Acting City Librarian.

ACTION: Aye 7-0 (Bautista, Chin, Coulter, Higueras, Steiman, Streets, and Swig)

LABOR UNION REPORT (Agenda Item #10)
None offered

NEW BUSINESS (Agenda Item #11)
Acting President Higueras requested that the Friends and Foundation make regular reports to the Commission on its activities. In response to a question regarding participation by Commissioners at Friends and Foundation meetings by Commissioner Bautista, Deputy City Attorney Adine Varah proposed to review the matter and inform her of what was permissible.

PUBLIC COMMENT (Agenda item #12)
Mr. Ed Regan requested that the Library extend public service hours to from 6AM to midnight seven days per week, and that lighten information signs be set up at the Main Library and branch libraries. An anonymous member of the public reminded that Commissioners that public comment should be taken on any New Business items, and further discussed the public meetings mentioned in the branch facilities plan recalling limited attendance at the Library's Prop. E (Library Preservation Fund) meetings, except at the Bernal Heights meeting where the involvement of someone familiar with the community greatly increased participation. The anonymous member of the public observed that the Commission had sent its recommendation to the Board of Supervisors without requiring the level of documentation which Library provided to the Board's Finance Committee. Mr. Peter Warfield expressed thanks to the Commissioners who asked questions regarding the issues addressed during the meeting. Ms. Debra Doyle requested that the Commissioners ask the Mayor to consider naming a permanent City Librarian.

Commissioner Steiman observed that the anonymous member of the public's point that involvement of a local community member would increase participation in public meetings was well taken.

ADJOURNMENT (Agenda Item #13)

Public comment: none offered

MOTION: that the meeting be adjourned was moved by Commissioner Chin, seconded by Commissioner Coulter.

The meeting was adjourned at 9:39PM

The number of members of the public who spoke anonymously at this meeting. 1

Please note: These are draft Minutes subject to revision by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

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Michael Housh, Commission Secretary 8/14/00

Draft Minutes of the Regular Commission Meeting
of August 1, 2000

Appendix A

The Public Comment Summary Statements included in these draft Minutes are authorized by San Francisco Administrative Code Section 67.16..

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Draft Minutes of the Regular Commission Meeting of August 1, 2000

Appendix A

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, August 1, 2000

Item 1:
Approval of the June 6, 2000 Minutes

"The continuing deterioration of the minutes is emblematic of the condition of this commission.

I submit summaries to be included in the minutes in 12 point Times Roman Bold. Your secretary reduces them to what appears to be 8 point, smaller than anything in the minutes. Other submissions are much larger and apparently included as submitted. The secretary seems to be giving foundation to my complaints of unfair treatment.

The phrase 'negative views by a small number of individuals' by Mr. Coulter was an inappropriate cleaning up of his reference to State Librarian Kevin Starr as a 'disgruntled ex-employee.' This is certainly to be numbered among the top one hundred outrageous statements from Mr. Coulter

The tape recording is still a partial tape recording and I have submitted in writing a transcript that illustrates the significance of the gaps."

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, August 1, 2000

Item 2:
City Librarian's Report

"I welcome the new commissioner and while latitude is gladly given to a new commissioner, it must be observed that discussions must stay within the scope of the agenda items as written.

The Foundation Memorandum of Understanding has been delayed by the Finance Committee.

This may or may not be the MOU you approved back in February. The proposal before the Finance Committee of the Board of Supervisors includes cover legislation that you have never seen as a commission and you may or may not find it consistent. The MOU set restrictions for a space management agreement. That agreement has been allowed to lapse by the Foundation and the legislation appears to allow space management without those restrictions."

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, August 1, 2000

Item 3:
Nomination of Commission 2000 Officers

"Since no one has pointed out the obvious, it falls to me to do so.

In general it is wiser to observe formality wherever possible, as it is a civilizing influence.

Technically Mr. Higueras is the vice president. Continuing in the present situation means that if Mr. Higueras ever missed a meeting it would be undefined in your bylaws how you would proceed. Formerly, the Library Commission had both a first vice president and a second vice president to forestall this situation.

Not having a vice president might eventually prove problematic. So, it is the wiser course to nominate both a president and a vice president from among your members."

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, August 1, 2000

Item 5:
Branch Library Improvement General Obligation Bond

“It has been two months since this commission has met, and much has happened on this issue since your last meeting.

One of the things that was most instructive was the discussion before the Capital Improvement Advisory Committee. A public meeting that I attended of that committee included a very spirited discussion of whether the preliminary figure of $129 million would be enough to meet all of the expectations. There was recognition that failure to meet the expectations would lead to some cynicism on the part of the public.

As a result of staff discussions that were not public, the amount was reduced to $105.8 million for reasons only alluded to. This is instructive of how this city really works: On the one hand, there is a very great need to price things realistically. On the other hand, there are political considerations which operate in the other direction.”

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, August 1, 2000

Item 6:
Resolution Mission Bay Branch Library Location

"It is problematic to begin a project with only a dim perception of what the future will bring and it is always questionable whether you are riding the wave of the future or being shot out of a cannon.

From the present perspective, it is problematic to say you are going to have a library one block from the Ball Park and that transportation is good. On game days you could ride the ballpark specials.

The City Librarian we will be with other non-profit agencies, but the library are not a non-profit agency. The library should not be lost in a cubbyhole.

The only thing I am saying that it would be wise to be cautious about undertaking what promises to be a great expense and may serve your interests and may not. I am just saying be cautious."

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, August 1, 2000

Item 7:
Branch Facilities Plan — Gift Acceptance

"This is absolutely vague and it compromises any public planning process. Your City Librarian seem to imply that you have already hired a consultant with no discussion of the criteria.

Your own Post Occupancy Evaluation warns you against this. One of the statements in the POE was that the interests of the planners were not congruent with the interests of those who ran the library. They set up a planning process to serve a public-private partnership.

This is exactly the way they do it. They make sure that all crucial decisions are funneled through people that are hired by them. This is the way that they make sure that public interests are not followed and that their own private, philanthropic, fund raising, privatization, commercialization takes place in a way that determines the direction of this library.

There is nothing in the memorandum before you that shows where the $196,200 goes."

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, August 1, 2000

Item 8:
Report on the 2000/2001 Library Budget

"I have not reviewed this budget in depth.

Consequently I will limit my observations. I notice that with the advent of district elections in November, Supervisor Yee, the chair of the Finance Committee, is running for reelection in the Sunset. He increased the budget to include $20,000 more for computers in the Ortega and Sunset branches.

One wonders what the ultimate result of that line of thinking would be."

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, August 1, 2000

Item 9:
Events Management Report Recommendations

"You have a provision that allows events sponsored by the Foundation. But there are other private groups similarly situated. Is this a policy of equal treatment?

I would suggest that you simply run a library, and have meetings that are governed by the Meeting Room Policy that already exists.

In addition, I would suggest that you look at the legislation that is attached to the MOU in terms of what that gives the Foundation."

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, August 1, 2000

Item 12:
Public Comment

"Regarding the discussion of the Gift Acceptance.

One commissioner notes that many of the Prop. E meetings were painfully small. The notable exception was the Bernal Heights meeting that was attended by over two dozen highly interested citizens. That difference was due to the fact that Marty Kashuba spent two hours soliciting interest. At the meeting, the staff was more concerned to quiet the interest than to inform it.

Similarly, you have been told that with respect to the gift acceptance you got more information than the Supervisors. I beg to differ. I would challenge you to take a look at what documentation has to be provided when this appears before the Finance Committee. What the Supervisors are given frequently stands in stark contrast to what you are given. I think that you should insist on the same kind of documentation that is provided to the Supervisors."

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DOCUMENTS DEPT.
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SAN FRANCISCO
PUBLIC LIBRARY

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Charles A. Higueras, A.I.A.
Acting President

Helen Marte Bautista
Lonnie K. Chin
Steven A. Coulter
Carol Steiman
Fran A. Streets
Darian W. Swig
Commissioners

Susan Hildreth
Acting City Librarian

Michael Housh
Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the regular meeting of Tuesday, August 1, 2000 (As approved Sept. 5, 2000)

The San Francisco Public Library Commission held a regular meeting on Tuesday, August 1, 2000 in the Koret Auditorium, Main Library.

The meeting was called to order at 5:39PM by Acting President Charles A. Higueras, A.I.A.

The following members were noted present: Acting President Higueras and Commissioners Bautista, Coulter, Steiman, Streets, and Swig

The Secretary noted that Commissioner Chin's arrival was expected momentarily.

Acting President Higueras welcomed newly appointed Commissioner Bautista.

Commissioner Chin joined the meeting at 5:45PM

Agenda Item #1 - MINUTES OF THE JUNE 6, 2000 REGULAR MEETING

Public comment on MINUTES OF THE JUNE 6, 2000 REGULAR MEETING:
An anonymous member of the public opined: 1.) that the meeting minutes were lacking accuracy regarding a comment by Commissioner Coulter, 2.) that the submitted public comment summaries were not formatted consistently, 3.) that the taped meeting minutes were not continuous and uninterrupted, 4.) that the meeting minutes did not accurately reflect the order in which the business of the Commission had been conducted, 5.) that the Commission did not advise of the expected loss of quorum at the time they presumably understood it.

Mr. Peter Warfield requested correction of a comment made by him, and opined that the meeting minutes were lacking accuracy regarding comments made by Commissioner Streets. He additionally criticized what be found to be the improper use of quotation marks to editorialize or mis-characterize public comments.

The number of members of the public who spoke anonymously at this meeting: 1

Commission Discussion on MINUTES OF THE JUNE 6, 2000 REGULAR MEETING:

Acting President Higueras inquired on the matter of consistent application of type face and font size for the public comment summary statements, and the organization of meeting minutes according to how the agenda items were discussed. The Commission Secretary responded that development of a standard format for the public comment statements which conformed to the requirements of the Sunshine Ordinance was in process and that the font differences in the draft minutes merely reflected how they had been received or resulted from the process used to copy them into Appendix A. The Secretary further noted that after consultation with the Deputy City Attorney it was his intention to include agenda item numbers with each item as it is reported in future minutes.

In response to a question by Acting President Higueras, Deputy City Attorney Adine Varah reported that the Sunshine Ordinance did not specify any particular format for the reporting or submission of public comment summary statements beyond requiring that they be in writing and no more than 150 words. In answer to a question by Commissioner Coulter, Deputy City Attorney Adine Varah reported that it was the City Attorney's view that a 150 word public comment summary statement was allowed for each agenda item on which a speaker offered comments.

Commissioner Coulter inquired of Deputy City Attorney Varah on the use of the appellation "Anonymous Citizen" and how to attribute the submitted public comment summary statements in order to distinguish one Anonymous Citizen from another. Ms. Varah promised to research the matter

Commissioners Chin, Steiman, and Streets discussed the previous difficulties and various approaches the Commission had tried in an effort to respond to criticism of its meeting minutes. **Commissioner Streets requested that the Commission again formally discuss and consider approval of a format for its Minutes to conform with new requirements.**

MOTION : by Commissioner Bautista, seconded by Commissioner Swig for approval of the Minutes with appropriate corrections of items questioned by members of the public.

ACTION: Aye 7-0 (Bautista, Chin, Coulter, Higueras, Steiman, Streets, and Swig)

Agenda Item #2 - ACTING CITY LIBRARIAN'S REPORT

Acting City Librarian Susan Hildreth formally welcomed Commissioner Helen Bautista to the Commission. Commissioner Bautista noted she had visited all but two branches and praised the library system for its dynamic operation. Commissioner Bautista expressed appreciation to the Friends and Foundation for their continuing support for the branch libraries and applauded the Commission's decision to pursue a branch improvement bond. Commissioner Bautista mentioned three topics she proposed to address while serving as a library commissioner: consistent monitoring of upkeep in the branches, graffiti eradication at branch libraries, and a greater focus on improvement of the garden areas at some branches.

The Acting City Librarian informed the Commissioners that Ms. Deborah Doyle had been appointed San Francisco's representative on the Bay Area Library and Information Systems Advisory Board (BALIS) by the Board of Supervisors for a term of office ending June 30, 2002.

Ms. Hildreth reported on branch library improvements including lighting and painting work underway at Marina Branch, that a new roof will be provided for Anza Branch with a two month project completion target, and the final walk through on the Ocean View Branch had been scheduled for the first week in August.

Regarding the Memorandum of Understanding (MOU), with the Friends and Foundation the Acting City Librarian noted that in response to concerns raised by members of Local 790, the Board of Supervisors Finance and Labor Committee had continued its discussion of the MOU to its August 2, 2000 meeting. Ms. Hildreth reported the Library had offered testimony in support of Board of Supervisors approval of the proposed MOU and that she had met with members of the union to respond to their concerns.

The Acting City Librarian informed the Commissioners about the on going process to evaluate the proposals of the two non-profit agencies, San Francisco League of Urban Gardeners (SLUG) and Christmas in April which had responded to the Library's request for proposals (RFP) for the Tool Lending Center. She noted that both proposals were very competitive and that the Library hoped to have the Tool Lending Center project underway during September.

Public comment on the ACTING CITY LIBRARIAN'S REPORT:
An anonymous member of the public welcomed the new Commissioner, but questioned her introduction of issues not identified in the agenda. The anonymous member of the public cited Librarians' Guild concerns regarding the MOU, and asked whether the MOU before the Board was the same one that the Commission had approved - suggesting that it was not. The anonymous member of the public praised the new BALIS appointee.

Mr. Ed Regan approved of the idea of a tool lending library, but suggested that hours of service and gaps in the book collections were greater priorities.

Ms. Barbara Berman, Friends and Foundation of the San Francisco, applauded Commissioner Bautista's comments in support of the branch libraries. She expressed strong support for approval of the Friends and Foundation MOU.

Ms. Deborah Doyle, Friends and Foundation of the San Francisco Public Library and member of the BALIS Board welcomed Commissioner Bautista, proposed to report to the Commission concerning BALIS activities at its October meeting, thanked the anonymous member of the public for the anonymous member of the public's kind words, and expressed commitment to helping to improve library services during her term in office. Ms. Doyle also expressed support for approval of the Friends and Foundation MOU.

Mr. Chuck Forester, Acting Executive Director of the Friends and Foundation of the San Francisco Public Library: welcomed Commissioner Bautista; stated clearly that the Friends and Foundation events management role had ended; remarked that that part of the MOU was no longer applicable; and said that the remainder of the MOU continued to reflect exactly the relationship between the Library and its Friends and Foundation which the Library Commission had approved in February. Mr. Forester congratulated Ms. Doyle on her appointment as BALIS representative.

Mr. Peter Warfield welcomed Commissioner Bautista, commended her visits to branch libraries, and expressed hope that her enthusiasm for improvements would extend to other areas. Mr. Warfield recommended that the new Commissioner read a number of recent library reports (e.g. the Post Occupancy Evaluation of the Main Library) in order to get a sense of these issues. Mr. Warfield expressed his concerns with amendments to the administrative code associated with the Friends and Foundation MOU, and noted the ordinance had not been presented to the Commission for its approval. Mr. Warfield also expressed concern with language which would allow the Acting City Librarian to accept gifts from the Friends and Foundation up to $25,000 without Board of Supervisors approval in contrast to the usual requirement for Board of Supervisors approval of gifts exceeding $5,000.

The number of members of the public who spoke anonymously at this meeting: 1

Commission Discussion on the ACTING CITY LIBRARIAN'S REPORT:

Commissioner Steiman requested that the Commissioners receive copies of the Ordinance and was joined by Acting President Higueras in thanking Ms. Doyle for accepting the task of representing San Francisco on the BALIS Board. Commissioner Swig also requested copies of materials that were provided to the Board of Supervisors regarding the Friends and Foundation MOU. Acting City Librarian Susan Hildreth clarified that the Friends and Foundation MOU the Commission had approved in February, had authorized unlimited authority for the Acting City Librarian to receive gifts from the Friends and Foundation and that the $25,000 limit proposed in the Board of Supervisors proposed ordinance represented a reduction from what the Library Commission had approved.

In response to Commissioner's interest, Deputy City Attorney Adine Varah offered to clarify legislative changes requested by the Controller and Board Members for the Commissioners. Ms Varah further noted that the proposed Legislation approving the MOU was consistent with the MOU approved by the Commission.

Commissioner Steiman pointed out that the decision to reduce the gift acceptance amount to $25,000 was made on the recommendation of the City Controller and that the legislation included a new requirement that the Acting City Librarian annually submit a report to the Controller and the Clerk of the Board of Supervisors listing the gifts from the Friends and Foundation and summarizing how the City Librarian expended the funds from such gifts. In response to a request from Commissioner Streets, Ms. Hildreth proposed to bring the terms of the agreement to operate the tool lending center to the Commission for its review. Responding to a query by Commissioner Swig, Ms. Varah proposed to look into and inform the Commissioner concerning the City and the Friends and Foundation's ability to accept anonymous gifts under current law.

Agenda Item #3 - NOMINATION OF COMMISSION OFFICERS

Upon Acting President Higueras' request, the Commission Secretary informed the Commissioners on the usual practice for nominating candidates to serve as Commission President and Vice President for the remainder of 2000. The Acting Commission President requested that his fellow commissioners declare interest or lack of interest in serving as Commission officers. There was a brief discussion among the Commissioners during which

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Commissioner Chin indicated that her professional duties would preclude her from serving. Commissioner Steiman nominated Acting President Higueras to serve as President for the remainder of President Llorente's term. Acting President Higueras then nominated Commissioner Steiman to serve as Vice President during the remainder of the year. The Acting President and Commission Secretary confirmed that those elected to these positions would serve for the remainder of this year. There were no additional nominations made.

Public comment on NOMINATION OF COMMISSION OFFICERS:

Mr. Peter Warfield urged that other members of the Commission consider serving as officers. Mr. Warfield then discussed aspects of the MOU legislation regarding acceptance of gifts and its lease terms.

Mr. Ed Regan expressed support for Commissioners Higueras and Steiman serving as President and Vice President.

An anonymous member of the public observed that Commission's election of officers would not only be an appropriate return to civil process, but also a wiser course than continuing the current temporary situation, particularly noting that the lack of a Vice President could pose problems in the absence of the Acting President.

The number of members of the public who spoke anonymously at this meeting: 1

Agenda Item #4 - MAIN LIBRARY POST OCCUPANCY EVALUATION UPDATE

Acting City Librarian Susan Hildreth described via a spreadsheet (copy attached) the recent steps taken by the Library in response to the recommendations included in the Post Occupancy Evaluation (POE) of the Main Library. Ms. Hildreth noted the previous report on funds available in the Library Improvement Fund, reported on $60,000 in projects which building contractor Huber, Hunt, Nichols still owes the Library. Ms. Hildreth noted that building close out issues would be addressed by Rich Walsh, Library Operations and Maintenance Director and Ned Himmel, the Chief of the Main Library, and that they would be working closely with Mr. Phil Sowers of the Bureau of Architecture, Department of Public Works. Mr. Sowers was reported to have created a prioritized list of 21 projects for which he was said to be preparing project details and costs for the Library's consideration.

Additionally, the Acting City Librarian informed the Commissioners of some other Huber, Hunt, Nichols projects underway. Regarding Brooks Hall, Ms Hildreth described a development program to be drafted by the Library, the Department of Telecommunications and Information Services and the Bureau of Architecture. The Commissioners were also informed that Library Chief of Technical Services, Ms. Vivian Pisano would be investigating potential sites for relocation of technical and other non-public services from the Main Library to other existing city properties. The Acting City Librarian next discussed aspects of planned and on-going way finding and signage improvements including a proposed Request for Proposals (RFP) for a signage system for the Main Library. Ms. Hildreth explained proposed changes proposed by staff in the online catalog to make it more user friendly and better assist patrons in finding items in the building. The Acting City Librarian also noted that OCLC, the Library's online bibliographic utility, would assist in assessing the existing collection helping to provide information to support on-going collection development activities. Finally, Ms. Hildreth proposed that she make regular reports on developments related to POE projects to the Commission.

Public comment on MAIN LIBRARY POST OCCUPANCY EVALUATION UPDATE:

Mr. Ed Regan recommended that dictionary and encyclopedia centers be created in the library and suggested that installing swivels on some windows could facilitate cleaning.

Commission Discussion on MAIN LIBRARY POST OCCUPANCY EVALUATION UPDATE:

In response to a question by Commissioner Bautista, Ms. Hildreth proposed that Roberto Esteves, Library Chief of Information and Resource Management, make a presentation on the collection development activities to the Commission at its September or October meeting. In response to a query by Commissioner Steiman, the Acting City Librarian detailed efforts to fix leaks in the Main Library's seismic joint.

Ned Himmel, Chief of the Main noted that the trouble plagued public lockers on the first and sixth floor were to be removed. Commissioner Steiman mentioned that the unused area at the Larkin Street entry might be a location for a volunteer staffed patron belongings check in area. Mr. Himmel reviewed suggestions under consideration to dampen noise in the atrium, and said that staff were working on finding ways to reduce the noise. In response to an inquiry by Commissioner Chin, Mr. Himmel described the new high tech library in Vancouver, Canada which Library staff would be visiting to gather ideas for improvements to our library system. The Chief of the Main informed Commissioner Swig that the proposed "virtual" model of the building offered at no cost to the Library by Visit 3D.com was still a possibility and that it was hoped that it could be used to assist in improving way finding for patrons.

Acting City Librarian Hildreth informed Commissioner Streets that a supplemental funding request from the Library Improvement Fund would likely be needed to address various categories of building close out issues; and that such a request would be brought before the Commission. Mr. Himmel further clarified that many small projects were currently being addressed within the cost of on going upkeep activities. The Acting City Librarian described these efforts as a first step in responding to the POE recommendations in answer to an inquiry by Commission Bautista.

Ms. Hildreth and Mr. Himmel informed Commissioner Bautista that the existing security staff could adequately address needs at the Main but that questions remained concerning security in branch libraries. The Acting City Librarian proposed to bring issues involved in branch libraries to the Commission for their review and consideration in the Fall.

Commissioner Coulter noted that Apple Computer had originally proposed providing high tech kiosks at Main Library entrance areas to assist patrons with way finding and provide information on library services in a touch screen format, but that this plan had not happened. He suggested the Friends and Foundation look into reviving this proposal.

Agenda item #5 - BRANCH LIBRARY CONSTRUCTION AND IMPROVEMENT BOND UPDATE

Acting City Librarian Susan Hildreth addressed the proposed General Obligation Bond for branch libraries noting the Board of Supervisors had completed action to place the proposal on the November Municipal Election ballot. Ms. Hildreth discussed how the Capital Improvements Advisory Committee, (CIAC), had arrived at the final Bond amount of $105, 865,000. In outlining the reductions to the bond amount suggested by the Mayor's fiscal staff, Ms. Hildreth noted that the Library could reasonably expect to successfully compete for $10,000,000 in State Library construction and improvement Bonds authorized by Prop. 14. She additionally noted that the reduction of $10,000,000 in the anticipated costs for Brooks Hall improvements and creation of the technical/support Services Center might be made acceptable based on the likelihood of a cost sharing partnership with other city departments for Brooks and the availability of city owned properties for locating the Support Center. The Acting City Librarian explained how the remaining $2.4 million in ESP II Seismic Safety Bond funds allocated for improvements at the Richmond Branch could be applied to offset bond costs, or if the bond failed, these funds could be used to leverage Prop. 14 funds.

Ms Hildreth reported on the Friends and Foundations extensive efforts to mount a campaign in support of approval of the bond by the voters.

Public comment on BRANCH LIBRARY CONSTRUCTION AND IMPROVEMENT BOND UPDATE:

An anonymous member of the public observed that much had occurred since the Commission's last meeting and commented on questions raised and discussed at a Capital Improvement Advisory Commission (CIAC) meeting attended by the anonymous member of the public concerning the possible inadequacy of the amount of the proposed bond to fund all of the proposed work.

Mr. Ed Regan suggested that half of the proposed bond funding would go to questionable seismic upgrading, which he opposed. Mr. Regan further commented that he felt the newest branch library, Ocean View, was not big enough and that all future branch libraries should have at least three floors.

Mr. Peter Warfield spoke concerning the CIAC meeting which he had attended, acknowledging the urging by the representatives of the Friends and Foundation that the CIAC approve a bond amount sufficient to meet public expectations for branch library improvements. Mr. Warfield noted that the CIAC had instead reduced the bond amount.

The number of members of the public who spoke anonymously at this meeting: 1

Commission discussion on BRANCH LIBRARY CONSTRUCTION AND IMPROVEMENT BOND UPDATE:

Commissioner Steiman expressed concern with the reduction in the amount approved for the branch bond, particularly regarding the Support Services Center and recalled the major impact created by reductions in the bond requested for construction of the Main Library. Commissioner Bautista emphasized the importance of replacing branch libraries currently in rental locations. She suggested that the Library consider partnerships with the Department of Parking and Traffic to share locations with city parking garages. Commissioner Steiman expressed interest in partnerships only where branch libraries could be located with maximum visibility and ease of public access, as for example in Glen Park.

Agenda Item #6 - RESOLUTION MISSION BAY BRANCH LIBRARY LOCATION:

The Acting City Librarian and Ms. Marsha Rosen, Director of the Mayor's Office of Housing described a joint project proposed by the San Francisco Redevelopment Agency for a multi -use development including a new Mission Bay Branch Library as an original element for a site located at the corner of 4th Street and Berry Streets. Ms. Rosen described the evolution of the Mission Bay Project as approved by the Board of Supervisors, discussing in some detail the proposed housing, commercial, and educational facilities in the Mission Bay Plan. Ms. Rosen also detailed plans for Mission Bay North, mentioning transit access, proposed housing developments, including senior housing, community serving spaces, and a proposed new branch library. Ms. Rosen emphasized the great advantages of including the Library as an original partner in developing this site. She emphasized that the proposed resolution was more a statement of serious interest by the Library Commission rather than a binding commitment to a specific plan.

The Acting City Librarian informed the Commission that she had had preliminary discussions with the San Francisco Unified School District concerning a partnership for a South of Market/Mission Bay school and branch library development but discovered that the school district would not be ready to undertake such a project for at least ten years.

Public comment RESOLUTION MISSION BAY BRANCH LIBRARY LOCATION:

Mr. Ed Regan suggested that the Transbay Terminal as a better location for a branch library in that part of the city, citing the large numbers of people using the terminal.

An anonymous member of the public found the proposed new branch library project problematic, citing concerns with the proximity of the ballpark, and commented that this project might be best developed after the population of the neighborhood has been established. The anonymous member of the public expressed concern with the Acting City Librarian's reference to the Library in context with non-profit organizations, and urged caution in the pursuit of this project.

Mr. Chuck Forester, Executive director of the Friends and Foundation expressed strong support for the library's participation in this project as an opportunity for the new facility to highlight cutting edge technology.

Mr. Peter Warfield asked if detailed analysis of the needs and plans were available and expressed discomfort with proceeding without examining what the future neighborhood needs were, and whether these needs could be anticipated.

Mr. Glenn Ramensky, a neighborhood resident near Mission Bay, strongly supported the Library's participation in creating new public service facilities such as this new neighborhood branch library citing the present and growing future needs in the area.

The number of members of the public who spoke anonymously at this meeting: 1

Commission Discussion on RESOLUTION MISSION BAY BRANCH LIBRARY LOCATION:

In response to a question by Commissioner Chin, Ms. Rosen discussed in general how costs

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MOTION: by Commissioner Streets, seconded by Commissioner Coulter for approval of the resolution authorizing the Library to participate in the possible development of a Mission Bay Branch at the designated site.

ACTION: Aye 7-0 (Bautista, Chin, Coulter, Higueras, Steiman, Streets, and Swig)

Agenda Item #7 - BRANCH FACILITIES PLAN-GIFT ACCEPTANCE

The Acting City Librarian provided the Commissioners with an overview of the Friends and Foundation proposed gift of $196,200 gift to fund creation of a branch facilities plan. Ms. Hildreth indicated that the gift would fund the plan's information gathering/reporting effort, to be headed by Mr. Jorge Alfaro, of the Bureau of Architecture, and that it would compile information concerning branch services areas, current services, trends in their neighborhoods, and needed unique information about each branch to support renovation or planning.

Additionally, she described a branch by branch effort to define needs and consider programs and spaces to be created. Ms. Hildreth further detailed the gathering of neighborhood and citywide public input on current needs and to identify new services for the coming years. Ms. Hildreth indicated that a Library consultant, Ms. Dallas Shaffer, formerly the Monterey County Librarian and a well-regarded library professional, would be retained to manage this part of the planning effort. The Acting City Librarian clarified that the requested gift from the Friends and Foundation would be used to fund the Bureau of Architecture's information gathering/reporting effort and that the library consultant's tasks would be funded directly by the Friends and Foundation with other funds.

Ms. Hildreth then introduced Mr. Alfaro, who outlined the information gathering process that the Bureau of Architecture proposed to conduct to thoroughly examine the history, current needs, and potential for future improvement of each branch library. Mr. Alfaro emphasized that library staff's involvement would be a central element in both the Bureau of Architecture's assessments of current conditions and all aspects of planning for renovation and improvements. He also noted that public input on these matters would also be sought. The Acting City Librarian commented that plans for public meetings to gather comment and meetings with staff were set for dates in September and that with Commission approval of this recommendation as well as that of the Board of Supervisors, the effort would commence.

Public comment BRANCH FACILITIES PLAN-GIFT ACCEPTANCE:

An anonymous member of the public found the proposal vague, and that it compromised public participation. He added that it appeared that the Acting City Librarian had already engaged a consultant without setting any criteria for the work. The anonymous member of the public expressed concern that this process ignored recommendations for planning as suggested in the Post Occupancy Evaluation (POE). The anonymous member of the public further stated this created a private planning process, funneling all decisions through people privately hired so that public interests are not followed and facilitating privatization of the library. The anonymous member of the public commented that there was no detail in the proposed resolution of where the $196,000 goes, and that the resolution writes the Commission and the public out of the process.

Mr. Ed Regan suggested that this gift might come with strings and that the Library already had many projects to keep it busy.

Mr. Chuck Forester, Executive Director of the Friends and Foundation, commended the Acting City Librarian's commitment to involve the public in the branch planning process, and informed the Commissioners that the purpose of gifts to the Library were solely to support its work, and that selection of the Bureau of Architecture and the library consultant to do the work described were decisions made by the Library staff without any involvement by the Friends and Foundation except to fund for them.

Mr. Peter Warfield echoed a previous speaker's comments regarding the vagueness of the proposal. Mr. Warfield commented that the public had requested more books and more hours as priority needs. Mr. Warfield found disturbing vagueness regarding the Commission's role in the proposed planning process. Mr. Warfield observed that core functions such as planning should not be funded by private entities but should only be done when publicly funded.

The number of members of the public who spoke anonymously at this meeting: 1

Commission discussion on FACILITIES PLAN-G BRANCH IFT ACCEPTANCE:

Commissioner Steiman expressed appreciation for the Friends/Foundation without strings support for the branch facilities planning effort. Commissioner Steiman expressed dissatisfaction with the manner in which other recent public meetings had been conducted by the Library, noting very low participation by the public. She discussed various options that might be undertaken to improve attendance, suggesting the library consultant should reach out to many existing organizations and neighborhood entities to gather input. Commissioner Steiman requested that the Commission be kept fully informed regarding the

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information gathered as these meetings are held. The Acting City Librarian responded with a commitment that the Commissioners would receive regular reports on these meetings, that the Library Commission would have several opportunities to consider and comment on the plan's draft reports, and review and approve any final report.

On the matter of cost detail, Ms. Hildreth explained that the Bureau of Architecture had provided an itemized budget, that these funds would be placed in the Library budget, and that as the project proceeds the Library and the Commission would have oversight throughout the process. The Acting City Librarian informed Commissioner Bautista concerning the background and experience of the recommended library consultant. There followed a discussion among the Commissioners concerning the need to gather additional information on branch library needs, and other recent efforts to gather public comment. Also discussed were the problems that other public agencies have had with consultants, when presumably, staff could gather the information and save funds. Commissioner Chin suggested that volunteers might be effectively used to gather the needed information.

The Acting City Librarian underscored the point to the Commissioners that this gift would fund work largely to be done by the Bureau of Architecture, and that the consultant's costs – to be funded direct from the F&F- which shouldn't be significantly greater than $25,000, was a task beyond the ability of current library staff.

Commissioners Chin and Coulter raised questions regarding how the Library's Strategic Planning process would be tied into this proposal and that the overall process must consider the Commission's responsibility in considering and setting policy. At the suggestion of Commission Coulter, Library staff was requested to bring the Commission an update on strategic planning process at the September meeting. The Commissioners discussed how to proceed and concluded that they would accept this gift to fund the Bureau of Architecture work. The Acting City Librarian was requested to provide more information concerning an overall planning process, including a more detailed presentation of aspects of the branch facilities planning process, and information on the work of the consultant. It was the consensus of the Commissioners that the Commission should give additional consideration to the role of strategic planning at an upcoming meeting. Deputy City Attorney Adine Varah clarified that the proposed resolution was to recommend to the Board of Supervisors acceptance of this gift, rather than for the Commission itself to accept the gift.

MOTION: by Commissioner Streets, seconded by Commissioner Bautista for approval of a resolution to recommend to the Board of Supervisors acceptance of a gift of approximately $196, 2000 from the Friends & Foundation of the San Francisco Public Library to fund development of a Branch Facilities Plan.

ACTION: Aye 7-0 (Bautista, Chin, Coulter, Higueras, Steiman, Streets, and Swig)

The Acting Commission President Higueras called a brief recess in the meeting at 8:27PM. The meeting resumed at 8:36PM.

Agenda Item #8 - REPORT ON THE 2000/2001 LIBRARY BUDGET

Library Finance Director George Nichols presented a detailed review of the final 2000/2001 Fiscal year budget (copy attached). Mr. Nichols pointed out that there had been corrections in percentages reported on pages one and two and called attention to the replacement pages. Mr. Nichols highlighted the budget's successful fulfillment of objectives set by the Library Commission last Fall during their budget planning discussions. The objectives were: enhancement of the collection; maintaining and improving library facilities; increasing public access to digital resources; funding additional positions to cover increased workload; and covering salary and benefits increases mandated by citywide labor agreement. Each was presented and the budget's response to each was explained. Mr. Nichols reported the budget as a net $2.754 million or 6% greater than the previous fiscal year, that funds were added by the Mayor to cover increased labor costs mandated by the SEIU (Service Employees International Union) contract, for workers compensation costs, and to fund branch library electrical improvements. Also, Mr. Nichols noted an additional $20,000 was added by Supervisor Yee for new computers for the Parkside and Ortega Branch Libraries. The Finance Director reported details of various budget reductions adopted by the Board of Supervisors at the recommendation of its Budget Analyst. Mr. Nichols discussed in detail the various increases in labor related costs and position changes reflected in the approved budget. He particularly called the Commissioner's attention to the likely impact of contract mandated salary increases on its planning for future library budgets. Labor costs were identified as 76.5% of Library costs. The book budget was described as having an increase of $353,000, bringing the Book and Materials budget up to 9.2% of the total Library budget. Mr. Nichols finally briefly described the various sources of library funds.

Public comment REPORT ON THE 2000/2001 LIBRARY BUDGET:

Mr. Ed Regan noted the labor costs relative to the book budget. He additionally suggested reorganization of the book collections by separating the reporting of budget numbers for fiction, non-fiction, and encyclopedias.

Mr. Peter Warfield commented that the book budget failed to meet the goal set by the previous City Librarian, that the budget provided for no increase in hours based on claims that no funding was available yet supplemental funding was found for other uses.

An anonymous member of the public noted the addition of $20,000 for computers at the Parkside and Ortega branches by Supervisor Yee, and wondered what the future impact might be of supervisors elected by district on the budget process.

The number of members of the public who spoke anonymously at this meeting: 1

Commission Discussion on REPORT ON THE 2000/2001 LIBRARY BUDGET:

Responding to a question by Commissioner Streets, Mr. Nichols explained why he believed that the Controller had added grant and gift funded positions to the budget. In answer to a question by Commissioner Steiman, the Finance Director discussed his efforts to restructure the salary savings requirement built into the budget. He noted that the historic budgeted salary savings rate of 3% was not realistic for a variety of reasons and that this had the effect of tying up resources that could otherwise be used to support Library programs. Mr. Nichols noted the actual attrition rate was closer to 5%, that the budget had been adjusted to reflect that, and that funds that otherwise would not be available were used to fund the new positions that were included in the budget. Mr. Nichols emphasized that it is his goal to consistently manage the salary budget to minimize tying up needed resources. Commissioner Steiman requested that the Finance Director begin next year's budget process by bringing the Commission a report at its October meeting. Mr. Nichols agreed to do so.

In response to a query, the Acting City Librarian informed Commissioner Steiman that the new Ingleside Branch Library would open this Fall. Ms. Hildreth then discussed in detail some of the new efforts underway and in response to questions by Commissioner Bautista, how the Library covered daily staffing and filling of vacant positions at branch libraries.

Agenda Item #9 - EVENTS MANAGMENT REPORT RECOMMENDATIONS

The Acting City Librarian reviewed the recommendations included in the Events Management Report. Ms. Hildreth noted that the Friends and Foundation role in the events management program had ended by mutual agreement on June 30, 2000. The Acting City Librarian outlined the recommendations made in the report that she proposed that the Commission accept. The Acting City Librarian recommended: that the previous events management program not be continued; that rentals for after hours events be discontinued; that the highly successful program of no - or at cost public events offered during open hours be continued; that filming activities such as the Nash Bridges program which generate revenue and do not impose undue burdens on staff continue to be allowed; that occasional city sponsored events such as the US Conference of Mayors meeting be allowed; that the Friends and Foundation continue to have the right to hold events at cost; and finally that the Commission request that the Board of Supervisors amend the administrative code to permit the Library to retain all funds earned through use of the building to be used for a specific purpose such as maintaining the building.

Public comment on EVENTS MANAGMENT REPORT RECOMMENDATIONS:

Mr. Ed Regan suggested that all meetings held during library hours be posted to inform patron if they were open to the public or not.

An anonymous member of the public questioned continuing to grant the Friends and Foundation use of the Main Library while denying this right to other non-profit organizations, recommended that the library only allow events in the building that complied with the Library's meeting room policy, and further questioned the meaning of language in the legislation associated the Friends and Foundation MOU.

Mr. Peter Warfield called the events management program bad; citing hidden costs, detrimental effect, and special privilege. He questioned when the Friends and Foundation would be allowed to use the library, suggesting that there were no restrictions on use during public service hours. Mr. Warfield cited details from the Events Management Report which he felt demonstrated significant un-recovered hidden costs to the Library.

Ms. Debra Doyle, Friends and Foundation, explained to the Commission that special arrangements to allow use of library facilities by dedicated library support groups are the norm in libraries throughout California and indeed nationally.

The number of members of the public who spoke anonymously at this meeting: 1

Commission Discussion on EVENTS MANAGMENT REPORT RECOMMENDATIONS: The Commissioners discussed various aspects of the events management program. In answer to a question by Commissioner Streets, the Acting City Librarian confirmed that unless the administrative code were changed to benefit the library, funds from filming activities go into the City's General Fund. The Acting City Librarian specifically clarified that events, including Friends and Foundation Events held during public service hours, are free and open to the public. In answer to a question by Commissioner Chin, the Acting City Librarian noted that the Friends and Foundation have successfully supported Library Affinity Center programs through their staff without difficulty.

MOTION: By Commissioner Steiman, seconded by Commissioner Chin that the Commission adopt the Events Management Report recommendations proposed by the Acting City Librarian.

ACTION: Aye 7-0 (Bautista, Chin, Coulter, Higueras, Steiman, Streets, and Swig)

Agenda Item #10 - LABOR UNION REPORT

None offered

Agenda Item #11 - NEW BUSINESS

Acting President Higueras requested that the Friends and Foundation make regular reports to the Commission on its activities. In response to a question by Commissioner Bautista regarding participation by Commissioners at Friends and Foundation meetings, Deputy City Attorney Adine Varah proposed to review the matter and inform her of what was permissible.

Agenda Item #12 PUBLIC COMMENT:

Mr. Ed Regan requested that the Library extend public service hours to from 6AM to midnight seven days per week, and that lighted information signs be set up at the Main Library and branch libraries.

An anonymous member of the public reminded that Commissioners that public comment should be taken on any New Business items. He further discussed the public meetings mentioned in the branch facilities plan recalling the limited attendance at the Library's Prop. E (Library Preservation Fund) meetings; except at the Bernal Heights meeting where the involvement of someone familiar with the community had greatly increased participation. The anonymous member of the public observed that the Commission had sent its recommendation to the Board of Supervisors without requiring the level of documentation which the Library provided to the Board's Finance Committee.

Mr. Peter Warfield expressed thanks to the Commissioners who asked questions regarding the issues addressed during the meeting.

Ms. Debra Doyle requested that the Commissioners ask the Mayor to consider naming a permanent City Librarian.

Commissioner Steiman observed that the anonymous member of the public's point that

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involvement of a local community member would increase participation in public meetings was well taken.

Agenda Item #13 - ADJOURNMENT

Public comment on ADJOURNMENT:
none offered

MOTION: Commissioner Chin moved that the meeting be adjourned, seconded by Commissioner Coulter.

ACTION: Aye 7-0 (Bautista, Chin, Coulter, Higueras, Steiman, Streets, and Swig)

The meeting was adjourned at 9:39PM

The number of members of the public who spoke anonymously at this meeting. 1

Please note: Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

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Michael Housh, Commission Secretary 9/6/00

Appendix A

The Public Comment Summary Statements included in these draft Minutes are authorized by San Francisco Administrative Code Section 67.16..

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The number of members of the public who spoke anonymously at this meeting. 1

Minutes of the Regular Commission Meeting of August 1, 2000

Appendix A

The number of members of the public who spoke anonymously at this meeting. 1

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SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the regular meeting of Tuesday, August 1, 2000 (As approved Sept. 5, 2000)

The San Francisco Public Library Commission held a regular meeting on Tuesday, August 1, 2000 in the Koret Auditorium, Main Library.

The meeting was called to order at 5:39PM by Acting President Charles A. Higueras, A.I.A.

The following members were noted present: Acting President Higueras and Commissioners Bautista, Coulter, Steiman, Streets, and Swig

The Secretary noted that Commissioner Chin's arrival was expected momentarily.

Acting President Higueras welcomed newly appointed Commissioner Bautista.

Commissioner Chin joined the meeting at 5:45PM

Agenda Item #1 - MINUTES OF THE JUNE 6, 2000 REGULAR MEETING

Public comment on MINUTES OF THE JUNE 6, 2000 REGULAR MEETING:
An anonymous member of the public opined: 1.) that the meeting minutes were lacking accuracy regarding a comment by Commissioner Coulter, 2.) that the submitted public comment summaries were not formatted consistently, 3.) that the taped meeting minutes were not continuous and uninterrupted, 4.) that the meeting minutes did not accurately reflect the order in which the business of the Commission had been conducted, 5.) that the Commission did not advise of the expected loss of quorum at the time they presumably understood it.

Mr. Peter Warfield requested correction of a comment made by him, and opined that the meeting minutes were lacking accuracy regarding comments made by Commissioner Streets. He additionally criticized what be found to be the improper use of quotation marks to editorialize or mis-characterize public comments.

The number of members of the public who spoke anonymously at this meeting: 1

Commission Discussion on MINUTES OF THE JUNE 6, 2000 REGULAR MEETING:

Acting President Higueras inquired on the matter of consistent application of type face and font size for the public comment summary statements, and the organization of meeting minutes according to how the agenda items were discussed. The Commission Secretary responded that development of a standard format for the public comment statements which conformed to the requirements of the Sunshine Ordinance was in process and that the font differences in the draft minutes merely reflected how they had been received or resulted from the process used to copy them into Appendix A. The Secretary further noted that after consultation with the Deputy City Attorney it was his intention to include agenda item numbers with each item as it is reported in future minutes.

In response to a question by Acting President Higueras, Deputy City Attorney Adine Varah reported that the Sunshine Ordinance did not specify any particular format for the reporting or submission of public comment summary statements beyond requiring that they be in writing and no more than 150 words. In answer to a question by Commissioner Coulter, Deputy City Attorney Adine Varah reported that it was the City Attorney's view that a 150 word public comment summary statement was allowed for each agenda item on which a speaker offered comments.

Commissioner Coulter inquired of Deputy City Attorney Varah on the use of the appellation "Anonymous Citizen" and how to attribute the submitted public comment summary statements in order to distinguish one Anonymous Citizen from another. Ms. Varah promised to research the matter

Commissioners Chin, Steiman, and Streets discussed the previous difficulties and various approaches the Commission had tried in an effort to respond to criticism of its meeting minutes. Commissioner Streets requested that the Commission again formally discuss and consider approval of a format for its Minutes to conform with new requirements.

MOTION : by Commissioner Bautista, seconded by Commissioner Swig for approval of the Minutes with appropriate corrections of items questioned by members of the public.

ACTION: Aye 7-0 (Bautista, Chin, Coulter, Higueras, Steiman, Streets, and Swig)

Agenda Item #2 - ACTING CITY LIBRARIAN'S REPORT

Acting City Librarian Susan Hildreth formally welcomed Commissioner Helen Bautista to the Commission. Commissioner Bautista noted she had visited all but two branches and praised the library system for its dynamic operation. Commissioner Bautista expressed appreciation to the Friends and Foundation for their continuing support for the branch libraries and applauded the Commission's decision to pursue a branch improvement bond. Commissioner Bautista mentioned three topics she proposed to address while serving as a library commissioner: consistent monitoring of upkeep in the branches, graffiti eradication at branch libraries, and a greater focus on improvement of the garden areas at some branches.

The Acting City Librarian informed the Commissioners that Ms. Deborah Doyle had been appointed San Francisco's representative on the Bay Area Library and Information Systems Advisory Board (BALIS) by the Board of Supervisors for a term of office ending June 30, 2002.

Ms. Hildreth reported on branch library improvements including lighting and painting work underway at Marina Branch, that a new roof will be provided for Anza Branch with a two month project completion target, and the final walk through on the Ocean View Branch had been scheduled for the first week in August.

Regarding the Memorandum of Understanding (MOU), with the Friends and Foundation the Acting City Librarian noted that in response to concerns raised by members of Local 790, the Board of Supervisors Finance and Labor Committee had continued its discussion of the MOU to its August 2, 2000 meeting. Ms. Hildreth reported the Library had offered testimony in support of Board of Supervisors approval of the proposed MOU and that she had met with members of the union to respond to their concerns.

The Acting City Librarian informed the Commissioners about the on going process to evaluate the proposals of the two non-profit agencies, San Francisco League of Urban Gardeners (SLUG) and Christmas in April which had responded to the Library's request for proposals (RFP) for the Tool Lending Center. She noted that both proposals were very competitive and that the Library hoped to have the Tool Lending Center project underway during September.

Public comment on the ACTING CITY LIBRARIAN'S REPORT:

An anonymous member of the public welcomed the new Commissioner, but questioned her introduction of issues not identified in the agenda. The anonymous member of the public cited Librarians' Guild concerns regarding the MOU, and asked whether the MOU before the Board was the same one that the Commission had approved - suggesting that it was not. The anonymous member of the public praised the new BALIS appointee.

Mr. Ed Regan approved of the idea of a tool lending library, but suggested that hours of service and gaps in the book collections were greater priorities.

Ms. Barbara Berman, Friends and Foundation of the San Francisco, applauded Commissioner Bautista's comments in support of the branch libraries. She expressed strong support for approval of the Friends and Foundation MOU.

Ms. Deborah Doyle, Friends and Foundation of the San Francisco Public Library and member of the BALIS Board welcomed Commissioner Bautista, proposed to report to the Commission concerning BALIS activities at its October meeting, thanked the anonymous member of the public for the anonymous member of the public's kind words, and expressed commitment to helping to improve library services during her term in office. Ms. Doyle also expressed support for approval of the Friends and Foundation MOU.

Mr. Chuck Forester, Acting Executive Director of the Friends and Foundation of the San Francisco Public Library: welcomed Commissioner Bautista; stated clearly that the Friends and Foundation events management role had ended; remarked that that part of the MOU was no longer applicable; and said that the remainder of the MOU continued to reflect exactly the relationship between the Library and its Friends and Foundation which the Library Commission had approved in February. Mr. Forester congratulated Ms. Doyle on her appointment as BALIS representative.

Mr. Peter Warfield welcomed Commissioner Bautista, commended her visits to branch libraries, and expressed hope that her enthusiasm for improvements would extend to other areas. Mr. Warfield recommended that the new Commissioner read a number of recent library reports (e.g. the Post Occupancy Evaluation of the Main Library) in order to get a sense of these issues. Mr. Warfield expressed his concerns with amendments to the administrative code associated with the Friends and Foundation MOU, and noted the ordinance had not been presented to the Commission for its approval. Mr. Warfield also expressed concern with language which would allow the Acting City Librarian to accept gifts from the Friends and Foundation up to $25,000 without Board of Supervisors approval in contrast to the usual requirement for Board of Supervisors approval of gifts exceeding $5,000.

The number of members of the public who spoke anonymously at this meeting: 1

Commission Discussion on the ACTING CITY LIBRARIAN'S REPORT:

Commissioner Steiman requested that the Commissioners receive copies of the Ordinance and was joined by Acting President Higueras in thanking Ms. Doyle for accepting the task of representing San Francisco on the BALIS Board. Commissioner Swig also requested copies of materials that were provided to the Board of Supervisors regarding the Friends and Foundation MOU. Acting City Librarian Susan Hildreth clarified that the Friends and Foundation MOU the Commission had approved in February, had authorized unlimited authority for the Acting City Librarian to receive gifts from the Friends and Foundation and that the $25,000 limit proposed in the Board of Supervisors proposed ordinance represented a reduction from what the Library Commission had approved.

In response to Commissioner's interest, Deputy City Attorney Adine Varah offered to clarify legislative changes requested by the Controller and Board Members for the Commissioners. Ms Varah further noted that the proposed Legislation approving the MOU was consistent with the MOU approved by the Commission.

Commissioner Steiman pointed out that the decision to reduce the gift acceptance amount to $25,000 was made on the recommendation of the City Controller and that the legislation included a new requirement that the Acting City Librarian annually submit a report to the Controller and the Clerk of the Board of Supervisors listing the gifts from the Friends and Foundation and summarizing how the City Librarian expended the funds from such gifts. In response to a request from Commissioner Streets, Ms. Hildreth proposed to bring the terms of the agreement to operate the tool lending center to the Commission for its review. Responding to a query by Commissioner Swig, Ms. Varah proposed to look into and inform the Commissioner concerning the City and the Friends and Foundation's ability to accept anonymous gifts under current law.

Agenda Item #3 - NOMINATION OF COMMISSION OFFICERS

Upon Acting President Higueras' request, the Commission Secretary informed the Commissioners on the usual practice for nominating candidates to serve as Commission President and Vice President for the remainder of 2000. The Acting Commission President requested that his fellow commissioners declare interest or lack of interest in serving as Commission officers. There was a brief discussion among the Commissioners during which

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Commissioner Chin indicated that her professional duties would preclude her from serving. Commissioner Steiman nominated Acting President Higueras to serve as President for the remainder of President Llorente's term. Acting President Higueras then nominated Commissioner Steiman to serve as Vice President during the remainder of the year. The Acting President and Commission Secretary confirmed that those elected to these positions would serve for the remainder of this year. There were no additional nominations made.

Public comment on NOMINATION OF COMMISSION OFFICERS:

Mr. Peter Warfield urged that other members of the Commission consider serving as officers. Mr. Warfield then discussed aspects of the MOU legislation regarding acceptance of gifts and its lease terms.

Mr. Ed Regan expressed support for Commissioners Higueras and Steiman serving as President and Vice President.

An anonymous member of the public observed that Commission's election of officers would not only be an appropriate return to civil process, but also a wiser course than continuing the current temporary situation, particularly noting that the lack of a Vice President could pose problems in the absence of the Acting President.

The number of members of the public who spoke anonymously at this meeting: 1

Agenda Item #4 - MAIN LIBRARY POST OCCUPANCY EVALUATION UPDATE

Acting City Librarian Susan Hildreth described via a spreadsheet (copy attached) the recent steps taken by the Library in response to the recommendations included in the Post Occupancy Evaluation (POE) of the Main Library. Ms. Hildreth noted the previous report on funds available in the Library Improvement Fund, reported on $60,000 in projects which building contractor Huber, Hunt, Nichols still owes the Library. Ms. Hildreth noted that building close out issues would be addressed by Rich Walsh, Library Operations and Maintenance Director and Ned Himmel, the Chief of the Main Library, and that they would be working closely with Mr. Phil Sowers of the Bureau of Architecture, Department of Public Works. Mr. Sowers was reported to have created a prioritized list of 21 projects for which he was said to be preparing project details and costs for the Library's consideration.

Additionally, the Acting City Librarian informed the Commissioners of some other Huber, Hunt, Nichols projects underway. Regarding Brooks Hall, Ms Hildreth described a development program to be drafted by the Library, the Department of Telecommunications and Information Services and the Bureau of Architecture. The Commissioners were also informed that Library Chief of Technical Services, Ms. Vivian Pisano would be investigating potential sites for relocation of technical and other non-public services from the Main Library to other existing city properties. The Acting City Librarian next discussed aspects of planned and on-going way finding and signage improvements including a proposed Request for Proposals (RFP) for a signage system for the Main Library. Ms. Hildreth explained proposed changes proposed by staff in the online catalog to make it more user friendly and better assist patrons in finding items in the building. The Acting City Librarian also noted that OCLC, the Library's online bibliographic utility, would assist in assessing the existing collection helping to provide information to support on-going collection development activities. Finally, Ms. Hildreth proposed that she make regular reports on developments related to POE projects to the Commission.

Public comment on MAIN LIBRARY POST OCCUPANCY EVALUATION UPDATE:

Mr. Ed Regan recommended that dictionary and encyclopedia centers be created in the library and suggested that installing swivels on some windows could facilitate cleaning.

Commission Discussion on MAIN LIBRARY POST OCCUPANCY EVALUATION UPDATE:

In response to a question by Commissioner Bautista, Ms. Hildreth proposed that Roberto Esteves, Library Chief of Information and Resource Management, make a presentation on the collection development activities to the Commission at its September or October meeting. In response to a query by Commissioner Steiman, the Acting City Librarian detailed efforts to fix leaks in the Main Library's seismic joint.

Ned Himmel, Chief of the Main noted that the trouble plagued public lockers on the first and sixth floor were to be removed. Commissioner Steiman mentioned that the unused area at the Larkin Street entry might be a location for a volunteer staffed patron belongings check in area. Mr. Himmel reviewed suggestions under consideration to dampen noise in the atrium, and said that staff were working on finding ways to reduce the noise. In response to an inquiry by Commissioner Chin, Mr. Himmel described the new high tech library in Vancouver, Canada which Library staff would be visiting to gather ideas for improvements to our library system. The Chief of the Main informed Commissioner Swig that the proposed "virtual" model of the building offered at no cost to the Library by Visit 3D.com was still a possibility and that it was hoped that it could be used to assist in improving way finding for patrons.

Acting City Librarian Hildreth informed Commissioner Streets that a supplemental funding request from the Library Improvement Fund would likely be needed to address various categories of building close out issues; and that such a request would be brought before the Commission. Mr. Himmel further clarified that many small projects were currently being addressed within the cost of on going upkeep activities. The Acting City Librarian described these efforts as a first step in responding to the POE recommendations in answer to an inquiry by Commission Bautista.

Ms. Hildreth and Mr. Himmel informed Commissioner Bautista that the existing security staff could adequately address needs at the Main but that questions remained concerning security in branch libraries. The Acting City Librarian proposed to bring issues involved in branch libraries to the Commission for their review and consideration in the Fall.

Commissioner Coulter noted that Apple Computer had originally proposed providing high tech kiosks at Main Library entrance areas to assist patrons with way finding and provide information on library services in a touch screen format, but that this plan had not happened. He suggested the Friends and Foundation look into reviving this proposal.

Agenda item #5 - BRANCH LIBRARY CONSTRUCTION AND IMPROVEMENT BOND UPDATE

Acting City Librarian Susan Hildreth addressed the proposed General Obligation Bond for branch libraries noting the Board of Supervisors had completed action to place the proposal on the November Municipal Election ballot. Ms. Hildreth discussed how the Capital Improvements Advisory Committee, (CIAC), had arrived at the final Bond amount of $105, 865,000. In outlining the reductions to the bond amount suggested by the Mayor's fiscal staff, Ms. Hildreth noted that the Library could reasonably expect to successfully compete for $10,000,000 in State Library construction and improvement Bonds authorized by Prop. 14. She additionally noted that the reduction of $10,000,000 in the anticipated costs for Brooks Hall improvements and creation of the technical/support Services Center might be made acceptable based on the likelihood of a cost sharing partnership with other city departments for Brooks and the availability of city owned properties for locating the Support Center. The Acting City Librarian explained how the remaining $2.4 million in ESP II Seismic Safety Bond funds allocated for improvements at the Richmond Branch could be applied to offset bond costs, or if the bond failed, these funds could be used to leverage Prop. 14 funds.

Ms Hildreth reported on the Friends and Foundations extensive efforts to mount a campaign in support of approval of the bond by the voters.

Public comment on BRANCH LIBRARY CONSTRUCTION AND IMPROVEMENT BOND UPDATE:

An anonymous member of the public observed that much had occurred since the Commission's last meeting and commented on questions raised and discussed at a Capital Improvement Advisory Commission (CIAC) meeting attended by the anonymous member of the public concerning the possible inadequacy of the amount of the proposed bond to fund all of the proposed work.

Mr. Ed Regan suggested that half of the proposed bond funding would go to questionable seismic upgrading, which he opposed. Mr. Regan further commented that he felt the newest branch library, Ocean View, was not big enough and that all future branch libraries should have at least three floors.

Mr. Peter Warfield spoke concerning the CIAC meeting which he had attended, acknowledging the urging by the representatives of the Friends and Foundation that the CIAC approve a bond amount sufficient to meet public expectations for branch library improvements. Mr. Warfield noted that the CIAC had instead reduced the bond amount.

The number of members of the public who spoke anonymously at this meeting: 1

Commission discussion on BRANCH LIBRARY CONSTRUCTION AND IMPROVEMENT BOND UPDATE:

Commissioner Steiman expressed concern with the reduction in the amount approved for the branch bond, particularly regarding the Support Services Center and recalled the major impact created by reductions in the bond requested for construction of the Main Library. Commissioner Bautista emphasized the importance of replacing branch libraries currently in rental locations. She suggested that the Library consider partnerships with the Department of Parking and Traffic to share locations with city parking garages. Commissioner Steiman expressed interest in partnerships only where branch libraries could be located with maximum visibility and ease of public access, as for example in Glen Park.

Agenda Item #6 - RESOLUTION MISSION BAY BRANCH LIBRARY LOCATION:

The Acting City Librarian and Ms. Marsha Rosen, Director of the Mayor's Office of Housing described a joint project proposed by the San Francisco Redevelopment Agency for a multi -use development including a new Mission Bay Branch Library as an original element for a site located at the corner of 4th Street and Berry Streets. Ms. Rosen described the evolution of the Mission Bay Project as approved by the Board of Supervisors, discussing in some detail the proposed housing, commercial, and educational facilities in the Mission Bay Plan. Ms. Rosen also detailed plans for Mission Bay North, mentioning transit access, proposed housing developments, including senior housing, community serving spaces, and a proposed new branch library. Ms. Rosen emphasized the great advantages of including the Library as an original partner in developing this site. She emphasized that the proposed resolution was more a statement of serious interest by the Library Commission rather than a binding commitment to a specific plan.

The Acting City Librarian informed the Commission that she had had preliminary discussions with the San Francisco Unified School District concerning a partnership for a South of Market/Mission Bay school and branch library development but discovered that the school district would not be ready to undertake such a project for at least ten years.

Public comment RESOLUTION MISSION BAY BRANCH LIBRARY LOCATION:

Mr. Ed Regan suggested that the Transbay Terminal as a better location for a branch library in that part of the city, citing the large numbers of people using the terminal.

An anonymous member of the public found the proposed new branch library project problematic, citing concerns with the proximity of the ballpark, and commented that this project might be best developed after the population of the neighborhood has been established. The anonymous member of the public expressed concern with the Acting City Librarian's reference to the Library in context with non-profit organizations, and urged caution in the pursuit of this project.

Mr. Chuck Forester, Executive director of the Friends and Foundation expressed strong support for the library's participation in this project as an opportunity for the new facility to highlight cutting edge technology.

Mr. Peter Warfield asked if detailed analysis of the needs and plans were available and expressed discomfort with proceeding without examining what the future neighborhood needs were, and whether these needs could be anticipated.

Mr. Glenn Ramensky, a neighborhood resident near Mission Bay, strongly supported the Library's participation in creating new public service facilities such as this new neighborhood branch library citing the present and growing future needs in the area.

The number of members of the public who spoke anonymously at this meeting: 1

Commission Discussion on RESOLUTION MISSION BAY BRANCH LIBRARY LOCATION:

In response to a question by Commissioner Chin, Ms. Rosen discussed in general how costs

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clean up costs could be shared among project participants, noting the value of the site, absorption of site by Catellus, and potential for additional decreased costs through co-location of the affordable housing, the branch library, and associated community services activities. In response to queries by Commissioner Steiman, the Acting City Librarian explained that a 10,000 sq. ft. branch facility with shared community meeting space would meet the library's needs and have the advantage of reduced costs through shared use. Ms. Rosen also pointed out that Catellus has made creating optimal technology infrastructure throughout the entire Mission Bay project a basic component of its building program. Commissioner Bautista expressed support for this project as a good opportunity for the library to share resources in partnership to provide patrons, particularly children, with the latest technological resources. Acting President Higueras, agreed that this was a good idea, but emphasized
that the Commission would have to exercise strong oversight during both the design and construction phases to make sure the new branch fully served the needs it would be created to meet.

MOTION: by Commissioner Streets, seconded by Commissioner Coulter for approval of the resolution authorizing the Library to participate in the possible development of a Mission Bay Branch at the designated site.

ACTION: Aye 7-0 (Bautista, Chin, Coulter, Higueras, Steiman, Streets, and Swig)

Agenda Item #7 - BRANCH FACILITIES PLAN-GIFT ACCEPTANCE

The Acting City Librarian provided the Commissioners with an overview of the Friends and Foundation proposed gift of $196,200 gift to fund creation of a branch facilities plan. Ms. Hildreth indicated that the gift would fund the plan's information gathering/reporting effort, to be headed by Mr. Jorge Alfaro, of the Bureau of Architecture, and that it would compile information concerning branch services areas, current services, trends in their neighborhoods, and needed unique information about each branch to support renovation or planning.

Additionally, she described a branch by branch effort to define needs and consider programs and spaces to be created. Ms. Hildreth further detailed the gathering of neighborhood and citywide public input on current needs and to identify new services for the coming years. Ms. Hildreth indicated that a Library consultant, Ms. Dallas Shaffer, formerly the Monterey County Librarian and a well-regarded library professional, would be retained to manage this part of the planning effort. The Acting City Librarian clarified that the requested gift from the Friends and Foundation would be used to fund the Bureau of Architecture's information gathering/reporting effort and that the library consultant's tasks would be funded directly by the Friends and Foundation with other funds.

Ms. Hildreth then introduced Mr. Alfaro, who outlined the information gathering process that the Bureau of Architecture proposed to conduct to thoroughly examine the history, current needs, and potential for future improvement of each branch library. Mr. Alfaro emphasized that library staff's involvement would be a central element in both the Bureau of Architecture's assessments of current conditions and all aspects of planning for renovation and improvements. He also noted that public input on these matters would also be sought. The Acting City Librarian commented that plans for public meetings to gather comment and meetings with staff were set for dates in September and that with Commission approval of this recommendation as well as that of the Board of Supervisors, the effort would commence.

Public comment BRANCH FACILITIES PLAN-GIFT ACCEPTANCE:

An anonymous member of the public found the proposal vague, and that it compromised public participation. He added that it appeared that the Acting City Librarian had already engaged a consultant without setting any criteria for the work. The anonymous member of the public expressed concern that this process ignored recommendations for planning as suggested in the Post Occupancy Evaluation (POE). The anonymous member of the public further stated this created a private planning process, funneling all decisions through people privately hired so that public interests are not followed and facilitating privatization of the library. The anonymous member of the public commented that there was no detail in the proposed resolution of where the $196,000 goes, and that the resolution writes the Commission and the public out of the process.

Mr. Ed Regan suggested that this gift might come with strings and that the Library already had many projects to keep it busy.

Mr. Chuck Forester, Executive Director of the Friends and Foundation, commended the Acting City Librarian's commitment to involve the public in the branch planning process, and informed the Commissioners that the purpose of gifts to the Library were solely to support its work, and that selection of the Bureau of Architecture and the library consultant to do the work described were decisions made by the Library staff without any involvement by the Friends and Foundation except to fund for them.

Mr. Peter Warfield echoed a previous speaker's comments regarding the vagueness of the proposal. Mr. Warfield commented that the public had requested more books and more hours as priority needs. Mr. Warfield found disturbing vagueness regarding the Commission's role in the proposed planning process. Mr. Warfield observed that core functions such as planning should not be funded by private entities but should only be done when publicly funded.

The number of members of the public who spoke anonymously at this meeting: 1

Commission discussion on FACILITIES PLAN-G BRANCH IFT ACCEPTANCE:

Commissioner Steiman expressed appreciation for the Friends/Foundation without strings support for the branch facilities planning effort. Commissioner Steiman expressed dissatisfaction with the manner in which other recent public meetings had been conducted by the Library, noting very low participation by the public. She discussed various options that might be undertaken to improve attendance, suggesting the library consultant should reach out to many existing organizations and neighborhood entities to gather input. Commissioner Steiman requested that the Commission be kept fully informed regarding the

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information gathered as these meetings are held. The Acting City Librarian responded with a commitment that the Commissioners would receive regular reports on these meetings, that the Library Commission would have several opportunities to consider and comment on the plan's draft reports, and review and approve any final report.

On the matter of cost detail, Ms. Hildreth explained that the Bureau of Architecture had provided an itemized budget, that these funds would be placed in the Library budget, and that as the project proceeds the Library and the Commission would have oversight throughout the process. The Acting City Librarian informed Commissioner Bautista concerning the background and experience of the recommended library consultant. There followed a discussion among the Commissioners concerning the need to gather additional information on branch library needs, and other recent efforts to gather public comment. Also discussed were the problems that other public agencies have had with consultants, when presumably, staff could gather the information and save funds. Commissioner Chin suggested that volunteers might be effectively used to gather the needed information.

The Acting City Librarian underscored the point to the Commissioners that this gift would fund work largely to be done by the Bureau of Architecture, and that the consultant's costs – to be funded direct from the F&F- which shouldn't be significantly greater than $25,000, was a task beyond the ability of current library staff.

Commissioners Chin and Coulter raised questions regarding how the Library's Strategic Planning process would be tied into this proposal and that the overall process must consider the Commission's responsibility in considering and setting policy. At the suggestion of Commission Coulter, Library staff was requested to bring the Commission an update on strategic planning process at the September meeting. The Commissioners discussed how to proceed and concluded that they would accept this gift to fund the Bureau of Architecture work. The Acting City Librarian was requested to provide more information concerning an overall planning process, including a more detailed presentation of aspects of the branch facilities planning process, and information on the work of the consultant. It was the consensus of the Commissioners that the Commission should give additional consideration to the role of strategic planning at an upcoming meeting. Deputy City Attorney Adine Varah clarified that the proposed resolution was to recommend to the Board of Supervisors acceptance of this gift, rather than for the Commission itself to accept the gift.

MOTION: by Commissioner Streets, seconded by Commissioner Bautista for approval of a resolution to recommend to the Board of Supervisors acceptance of a gift of approximately $196, 2000 from the Friends & Foundation of the San Francisco Public Library to fund development of a Branch Facilities Plan.

ACTION: Aye 7-0 (Bautista, Chin, Coulter, Higueras, Steiman, Streets, and Swig)

The Acting Commission President Higueras called a brief recess in the meeting at 8:27PM. The meeting resumed at 8:36PM.

Agenda Item #8 - REPORT ON THE 2000/2001 LIBRARY BUDGET

Library Finance Director George Nichols presented a detailed review of the final 2000/2001 Fiscal year budget (copy attached). Mr. Nichols pointed out that there had been corrections in percentages reported on pages one and two and called attention to the replacement pages. Mr. Nichols highlighted the budget's successful fulfillment of objectives set by the Library Commission last Fall during their budget planning discussions. The objectives were: enhancement of the collection; maintaining and improving library facilities; increasing public access to digital resources; funding additional positions to cover increased workload; and covering salary and benefits increases mandated by citywide labor agreement. Each was presented and the budget's response to each was explained. Mr. Nichols reported the budget as a net $2.754 million or 6% greater than the previous fiscal year, that funds were added by the Mayor to cover increased labor costs mandated by the SEIU (Service Employees International Union) contract, for workers compensation costs, and to fund branch library electrical improvements. Also, Mr. Nichols noted an additional $20,000 was added by Supervisor Yee for new computers for the Parkside and Ortega Branch Libraries. The Finance Director reported details of various budget reductions adopted by the Board of Supervisors at the recommendation of its Budget Analyst. Mr. Nichols discussed in detail the various increases in labor related costs and position changes reflected in the approved budget. He particularly called the Commissioner's attention to the likely impact of contract mandated salary increases on its planning for future library budgets. Labor costs were identified as 76.5% of Library costs. The book budget was described as having an increase of $353,000, bringing the Book and Materials budget up to 9.2% of the total Library budget. Mr. Nichols finally briefly described the various sources of library funds.

Public comment REPORT ON THE 2000/2001 LIBRARY BUDGET:

Mr. Ed Regan noted the labor costs relative to the book budget. He additionally suggested reorganization of the book collections by separating the reporting of budget numbers for fiction, non-fiction, and encyclopedias.

Mr. Peter Warfield commented that the book budget failed to meet the goal set by the previous City Librarian, that the budget provided for no increase in hours based on claims that no funding was available yet supplemental funding was found for other uses.

An anonymous member of the public noted the addition of $20,000 for computers at the Parkside and Ortega branches by Supervisor Yee, and wondered what the future impact might be of supervisors elected by district on the budget process.

The number of members of the public who spoke anonymously at this meeting: 1

Commission Discussion on REPORT ON THE 2000/2001 LIBRARY BUDGET:

Responding to a question by Commissioner Streets, Mr. Nichols explained why he believed that the Controller had added grant and gift funded positions to the budget. In answer to a question by Commissioner Steiman, the Finance Director discussed his efforts to restructure the salary savings requirement built into the budget. He noted that the historic budgeted salary savings rate of 3% was not realistic for a variety of reasons and that this had the effect of tying up resources that could otherwise be used to support Library programs. Mr. Nichols noted the actual attrition rate was closer to 5%, that the budget had been adjusted to reflect that, and that funds that otherwise would not be available were used to fund the new positions that were included in the budget. Mr. Nichols emphasized that it is his goal to consistently manage the salary budget to minimize tying up needed resources. Commissioner Steiman requested that the Finance Director begin next year's budget process by bringing the Commission a report at its October meeting. Mr. Nichols agreed to do so.

In response to a query, the Acting City Librarian informed Commissioner Steiman that the new Ingleside Branch Library would open this Fall. Ms. Hildreth then discussed in detail some of the new efforts underway and in response to questions by Commissioner Bautista, how the Library covered daily staffing and filling of vacant positions at branch libraries.

Agenda Item #9 - EVENTS MANAGMENT REPORT RECOMMENDATIONS

The Acting City Librarian reviewed the recommendations included in the Events Management Report. Ms. Hildreth noted that the Friends and Foundation role in the events management program had ended by mutual agreement on June 30, 2000. The Acting City Librarian outlined the recommendations made in the report that she proposed that the Commission accept. The Acting City Librarian recommended: that the previous events management program not be continued; that rentals for after hours events be discontinued; that the highly successful program of no - or at cost public events offered during open hours be continued; that filming activities such as the Nash Bridges program which generate revenue and do not impose undue burdens on staff continue to be allowed; that occasional city sponsored events such as the US Conference of Mayors meeting be allowed; that the Friends and Foundation continue to have the right to hold events at cost; and finally that the Commission request that the Board of Supervisors amend the administrative code to permit the Library to retain all funds earned through use of the building to be used for a specific purpose such as maintaining the building.

Public comment on EVENTS MANAGMENT REPORT RECOMMENDATIONS:

Mr. Ed Regan suggested that all meetings held during library hours be posted to inform patron if they were open to the public or not.

An anonymous member of the public questioned continuing to grant the Friends and Foundation use of the Main Library while denying this right to other non-profit organizations, recommended that the library only allow events in the building that complied with the Library's meeting room policy, and further questioned the meaning of language in the legislation associated the Friends and Foundation MOU.

Mr. Peter Warfield called the events management program bad; citing hidden costs, detrimental effect, and special privilege. He questioned when the Friends and Foundation would be allowed to use the library, suggesting that there were no restrictions on use during public service hours. Mr. Warfield cited details from the Events Management Report which he felt demonstrated significant un-recovered hidden costs to the Library.

Ms. Debra Doyle, Friends and Foundation, explained to the Commission that special arrangements to allow use of library facilities by dedicated library support groups are the norm in libraries throughout California and indeed nationally.

The number of members of the public who spoke anonymously at this meeting: 1

Commission Discussion on EVENTS MANAGMENT REPORT RECOMMENDATIONS: The Commissioners discussed various aspects of the events management program. In answer to a question by Commissioner Streets, the Acting City Librarian confirmed that unless the administrative code were changed to benefit the library, funds from filming activities go into the City's General Fund. The Acting City Librarian specifically clarified that events, including Friends and Foundation Events held during public service hours, are free and open to the public. In answer to a question by Commissioner Chin, the Acting City Librarian noted that the Friends and Foundation have successfully supported Library Affinity Center programs through their staff without difficulty.

MOTION: By Commissioner Steiman, seconded by Commissioner Chin that the Commission adopt the Events Management Report recommendations proposed by the Acting City Librarian.

ACTION: Aye 7-0 (Bautista, Chin, Coulter, Higueras, Steiman, Streets, and Swig)

Agenda Item #10 - LABOR UNION REPORT

None offered

Agenda Item #11 - NEW BUSINESS

Acting President Higueras requested that the Friends and Foundation make regular reports to the Commission on its activities. In response to a question by Commissioner Bautista regarding participation by Commissioners at Friends and Foundation meetings, Deputy City Attorney Adine Varah proposed to review the matter and inform her of what was permissible.

Agenda Item #12 PUBLIC COMMENT:

Mr. Ed Regan requested that the Library extend public service hours to from 6AM to midnight seven days per week, and that lighted information signs be set up at the Main Library and branch libraries.

An anonymous member of the public reminded that Commissioners that public comment should be taken on any New Business items. He further discussed the public meetings mentioned in the branch facilities plan recalling the limited attendance at the Library's Prop. E (Library Preservation Fund) meetings; except at the Bernal Heights meeting where the involvement of someone familiar with the community had greatly increased participation. The anonymous member of the public observed that the Commission had sent its recommendation to the Board of Supervisors without requiring the level of documentation which the Library provided to the Board's Finance Committee.

Mr. Peter Warfield expressed thanks to the Commissioners who asked questions regarding the issues addressed during the meeting.

Ms. Debra Doyle requested that the Commissioners ask the Mayor to consider naming a permanent City Librarian.

Commissioner Steiman observed that the anonymous member of the public's point that

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involvement of a local community member would increase participation in public meetings was well taken.

Agenda Item #13 - ADJOURNMENT

Public comment on ADJOURNMENT:
none offered

MOTION: Commissioner Chin moved that the meeting be adjourned, seconded by Commissioner Coulter.

ACTION: Aye 7-0 (Bautista, Chin, Coulter, Higueras, Steiman, Streets, and Swig)

The meeting was adjourned at 9:39PM

The number of members of the public who spoke anonymously at this meeting. 1

Please note: Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

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Michael Housh, Commission Secretary 9/6/00

Appendix A

The Public Comment Summary Statements included in these draft Minutes are authorized by San Francisco Administrative Code Section 67.16..

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The number of members of the public who spoke anonymously at this meeting. 1

Minutes of the Regular Commission Meeting of August 1, 2000

Appendix A

The number of members of the public who spoke anonymously at this meeting. 1

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Draft Minutes of the Regular Commission Meeting of August 1, 2000

Appendix A

The number of members of the public who spoke anonymously at this meeting. 1

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Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, August 1, 2000

Item 1:
Approval of the June 6, 2000 Minutes

"The continuing deterioration of the minutes is emblematic of the condition of this commission.

I submit summaries to be included in the minutes in 12 point Times Roman Bold. Your secretary reduces them to what appears to be 8 point, smaller than anything in the minutes. Other submissions are much larger and apparently included as submitted. The secretary seems to be giving foundation to my complaints of unfair treatment.

The phrase 'negative views by a small number of individuals' by Mr. Coulter was an inappropriate cleaning up of his reference to State Librarian Kevin Starr as a 'disgruntled ex-employee.' This is certainly to be numbered among the top one hundred outrageous statements from Mr. Coulter

The tape recording is still a partial tape recording and I have submitted in writing a transcript that illustrates the significance of the gaps."

Draft Minutes of the Regular Commission Meeting of August 1, 2000

Appendix A

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, August 1, 2000

Item 2:
City Librarian's Report

"I welcome the new commissioner and while latitude is gladly given to a new commissioner, it must be observed that discussions must stay within the scope of the agenda items as written.

The Foundation Memorandum of Understanding has been delayed by the Finance Committee.

This may or may not be the MOU you approved back in February. The proposal before the Finance Committee of the Board of Supervisors includes cover legislation that you have never seen as a commission and you may or may not find it consistent. The MOU set restrictions for a space management agreement. That agreement has been allowed to lapse by the Foundation and the legislation appears to allow space management without those restrictions."

Draft Minutes of the Regular Commission Meeting of August 1, 2000

Appendix A

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, August 1, 2000

Item 3:
Nomination of Commission 2000 Officers

"Since no one has pointed out the obvious, it falls to me to do so.

In general it is wiser to observe formality wherever possible, as it is a civilizing influence.

Technically Mr. Higueras is the vice president. Continuing in the present situation means that if Mr. Higueras ever missed a meeting it would be undefined in your bylaws how you would proceed. Formerly, the Library Commission had both a first vice president and a second vice president to forestall this situation.

Not having a vice president might eventually prove problematic. So, it is the wiser course to nominate both a president and a vice president from among your members."

Appendix A

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Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, August 1, 2000

Item 5:
Branch Library Improvement General Obligation Bond

"It has been two months since this commission has met, and much has happened on this issue since your last meeting.

One of the things that was most instructive was the discussion before the Capital Improvement Advisory Committee. A public meeting that I attended of that committee included a very spirited discussion of whether the preliminary figure of $129 million would be enough to meet all of the expectations. There was recognition that failure to meet the expectations would lead to some cynicism on the part of the public.

As a result of staff discussions that were not public, the amount was reduced to $105.8 million for reasons only alluded to. This is instructive of how this city really works: On the one hand, there is a very great need to price things realistically. On the other hand, there are political considerations which operate in the other direction."

Draft Minutes of the Regular Commission Meeting of August 1, 2000

Appendix A

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, August 1, 2000

Item 6:
Resolution Mission Bay Branch Library Location

"It is problematic to begin a project with only a dim perception of what the future will bring and it is always questionable whether you are riding the wave of the future or being shot out of a cannon.

From the present perspective, it is problematic to say you are going to have a library one block from the Ball Park and that transportation is good. On game days you could ride the ballpark specials.

The City Librarian we will be with other non-profit agencies, but the library are not a non-profit agency. The library should not be lost in a cubbyhole.

The only thing I am saying that it would be wise to be cautious about undertaking what promises to be a great expense and may serve your interests and may not. I am just saying be cautious."

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, August 1, 2000

Item 7:
Branch Facilities Plan — Gift Acceptance

"This is absolutely vague and it compromises any public planning process. Your City Librarian seem to imply that you have already hired a consultant with no discussion of the criteria.

Your own Post Occupancy Evaluation warns you against this. One of the statements in the POE was that the interests of the planners were not congruent with the interests of those who ran the library. They set up a planning process to serve a public-private partnership.

This is exactly the way they do it. They make sure that all crucial decisions are funneled through people that are hired by them. This is the way that they make sure that public interests are not followed and that their own private, philanthropic, fund raising, privatization, commercialization takes place in a way that determines the direction of this library.

There is nothing in the memorandum before you that shows where the $196,200 goes."

Draft Minutes of the Regular Commission Meeting of August 1, 2000

Appendix A

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, August 1, 2000

Item 8:
Report on the 2000/2001 Library Budget

"I have not reviewed this budget in depth.

Consequently I will limit my observations. I notice that with the advent of district elections in November, Supervisor Yee, the chair of the Finance Committee, is running for reelection in the Sunset. He increased the budget to include $20,000 more for computers in the Ortega and Sunset branches.

One wonders what the ultimate result of that line of thinking would be."

Draft Minutes of the Regular Commission Meeting of August 1, 2000

Appendix A

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, August 1, 2000

Item 9:
Events Management Report Recommendations

"You have a provision that allows events sponsored by the Foundation. But there are other private groups similarly situated. Is this a policy of equal treatment?

I would suggest that you simply run a library, and have meetings that are governed by the Meeting Room Policy that already exists.

In addition, I would suggest that you look at the legislation that is attached to the MOU in terms of what that gives the Foundation."

Appendix A

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Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, August 1, 2000

Item 12:
Public Comment

"Regarding the discussion of the Gift Acceptance.

One commissioner notes that many of the Prop. E meetings were painfully small. The notable exception was the Bernal Heights meeting that was attended by over two dozen highly interested citizens. That difference was due to the fact that Marty Kashuba spent two hours soliciting interest. At the meeting, the staff was more concerned to quiet the interest than to inform it.

Similarly, you have been told that with respect to the gift acceptance you got more information than the Supervisors. I beg to differ. I would challenge you to take a look at what documentation has to be provided when this appears before the Finance Committee. What the Supervisors are given frequently stands in stark contrast to what you are given. I think that you should insist on the same kind of documentation that is provided to the Supervisors."

POST OCCUPANCY EVALUA[illegible]ON UPDATE 7/2000

RIORITIES	WHO'S RESPONSIBLE	TIMELINE/STATUS 7/00
UNDING	George Nichols, Finance Director	Determined at least $4,000,000; POE team will put together list of $500,000 in supplemental budget request by 2/01. Over $60,000 identified as owing from HuberHuntNichols will be spent as stated below.
UILDING CLOSE-OUT ISSUES	Rich Walsh, Operations and Maintenance Director; Ned Himmel, Chief of Main	Philip Sowers,Bureau of Architecture (BOA), has put together prioritized list of projects to work on with estimate of number of hours needed (ATTACHED); as he finishes he will report back with estimates to be added to supplemental budget request. Contracts will be issued 8/2000 through HuberHuntNichols for skateboard bumps for Larkin Street, shades and window filters for Skylight Gallery, and possibly new handrails.
ROOKS HALL	Susan Hildreth, Acting City Librarian	Meeting set with DTIS and BOA for 8/11/00; will discuss scope of work to prepare complete program for Brooks; may accommodate cable TV studio library and other DTIS uses; anticipate plan completed by Spring, 2001. $10,000,000 in bond package for Brooks and support service center.
LTERNATE LOCATION ON-PUBLIC SERVICES	Vivian Pisano, Chief of Techincal Services; Rich Walsh, Operations and Maintenance Director	Brooks Hall discussion may effect this proposal; little progress in finding outside space in current real estate market;funds included in bond package. Will survey city-owned buildings with Dept. of Real Estate.
AYFINDING/ SIGNAGE	Ned Hiimel, Chief of Main; Vivian Pisano, Chief of Technical Services	BOA working on RFP for sign system for Main; some signs have been changed in-house and a contract will be issued by HuberHuntNichols for replacing low stack end signs which have never worked; catalog committee has recommended new location codes for Main and these will be incorporated into DRA by October 15, 2000.
RROWERS' RVICES/ATRIUM	Ned Himmel, Chief of Main	Taskforce began meeting July 26; Ned and Dorothy Coakley, new Borrower Services/AV supervisor will be visiting Richmond, BC library to look at possibilities in August, 2000; report with recommendations will be completed by June 15, 2001.
LLECTION ASSESSMENT	Roberto Esteves, Chief of Information & Resource Mgmt; Ned Himmel, Chief of Main	Contract issued with OCLC for collection assessment conspectus expected to begin in September, 2000; this will provide statistics on size and dates of holdings; staff will review data with current use statistics and current collection development plan and create new plan; periodicals holdings are being reviewed in-house-German library school intern starting August, 2000 will do analysis of holdings by subject, usage, and availability in nearby libraries.

POE ISSUES BEING WORKED ON BY PHILIP SOWERS FROM BOA

1. Loading dock
2. Repeater (in-library commuincations)
3. Seismic joint in buidling perimeter
4. Handicapped ramp at Grove St. entrance
5. Grove Street entrance stairs
6. Doorstops and door holders
7. Fire door at Grove Street
8. Handrails on several stairways
9. Book conveyor from return desk
10. Second floor bridge
11. OCYS staff work area
12. Public address system
13. AV concerns in Koret
14. Atrium noise
15. Cooling tower access
16. Public restrooms
17. Other leaks
18. Occupancy permit
19. Public storage lockers on 6
20. Wood-veneered table tops
21. Brooks Hall

RESOLUTION REGARDING POTENTIAL BRANCH LIBRARY LOCATION IN MISSION BAY:

WHEREAS, the San Francisco Public Library Commission is committed to meeting the needs of all San Francisco neighborhoods for library services; and

WHEREAS, on September 17, 1998, the San Francisco Redevelopment Agency ("Agency") Commission approved the Mission Bay North and South Redevelopment Plans and Owner Participation Agreements ("OPAs") with Catellus Development Corporation ("Catellus") effectively creating two new future neighborhoods, Mission Bay North and Mission Bay South, each with approximately 3,000 new units of housing in addition to several million square feet of office and commercial space; and

WHEREAS, the OPAs requires that Catellus create approximately 255 affordable units as part of its development plans and that Catellus provide the Agency with 16 acres of land to develop up to 1,445 affordable units and non-related residential space through nonprofit housing developers to be selected through an Request for Qualifications (RFQ) process and the scope of each RFQ is developed in consultation with the Mayor's Office of Housing and in compliance with the City's affordable housing policy: and

WHEREAS, on May 2, 2000, in order to insure that the Mission Bay neighborhoods would have adequate library services, the San Francisco Public Library Commission approved a branch library improvement program report and a bond report proposing a bond issue for branch library construction, renovation and improvements that included a new branch for the Mission Bay neighborhood; and

WHEREAS, a measure for general obligation bonds in the amount of $105,865,000 that includes funds for the construction of the Mission Bay Branch Library will be placed on the November 7, 2000, general election ballot; and

WHEREAS, the identification of a potential site for the new Mission Bay Branch Library is a critical component of the development of the new facility; and

WHEREAS, the Agency and Mayor's Office of Housing staff have met with Library staff and identified an excellent potential site for the new branch library in a proposed Agency sponsored affordable housing development which would also include space for social service agencies and other retail uses on the first floor at the corner of 4th and Berry (Block N3A, Parcel 1, Mission Bay North Redevelopment Project Area); and

WHEREAS, Agency staff is planning to request the Redevelopment Commission's authorization to issue an RFQ for developers who are interested in designing and implementing the program for Block N3A Parcel 1 ("Site") and it would be in the best interest of the Library to have its needs for a branch included in the design process for the Site;

THEREFORE, BE IT RESOLVED that the San Francisco Public Library Commission requests that the Redevelopment Agency include the potential Mission Bay Branch Library project in the RFQ as part of the nonresidential ground floor space for the Site; and

BE IT FURTHER RESOLVED that the Library Commission requests to the Agency that the City Librarian, or his or her designee, be represented in all important conceptual and design review meetings regarding the development of the Site if the Redevelopment Commission approves the inclusion of the Mission Bay Branch Library at the Site, and based on the fact that the Library currently anticipates utilizing general obligation bond funds for the Mission Bay Branch Library, if such bond funds are authorized by the voters.

San Francisco Public Library

July 21, 2000

TO: Library Commissioners

FR: George M. Nichols
Finance Director

RE: FISCAL YEAR 2000-01 BUDGET

On July 17, 2000 the Board of Supervisors approved the City's Fiscal Year (FY) 2000-01 budget. As part of that action, the Board also approved the Library's $48.820 million budget. During your August 1st meeting, I will present an overview of the Library's millenium budget and the attached report is provided to help you prepare for that presentation.

In general, the approved budget meets many of the critical needs that we had targeted and discussed with you earlier this year. The Library's approved budget is a net $2.754 million or 5.98 percent greater than the amount originally appropriated in FY 1999-2000. Although this budget is in essence the same budget we presented to you prior to submitting it to the Mayor in February, some revisions were made as it went through the Mayor's review and the Board of Supervisors' review processes. These changes include the following:

- The Controller added ***$586,000*** to cover higher than anticipated salary and fringe costs for Library employees covered by the recently approved contract with SEIU, Local 790. This contract is a three-year agreement that provides for a 14 percent increase in salaries by the end of the contract term.
- The Mayor's Office per advice from the Workers Compensation Commission added ***$205,000*** to cover Workers Compensation payments. The augmentation brings the budget in-line with prior year actual costs. This item has been under-budgeted in the base.
- The Mayor's Office added ***$110,000*** for branch electrical upgrade projects based on the cost of projects budgeted in the prior year.
- Supervisor Yee added ***$20,000*** to buy computers for the Ortega and Parkside Branch Libraries.
- The Finance Committee upon recommendation by the Budget Analyst cut ***$472,000*** from the budget. Reductions were made to temporary help allocations in the Main ($40,000), the Branch ($128,000), and Administration Divisions ($39,000). In addition proposed new positions in Public Affairs (0.75 FTE and $36,000) and Operations Divisions (1.50 FTE and $72,000) were cut as were operating funds in the Main ($28,000), in Operations ($55,000) and Administration ($74,000) Divisions.

I hope you find the report helpful and I look forward to discussing it with you in more detail on August 1st. In the interim, please call me at (415) 557-4248 if you have any questions.

San Francisco Public Library

FISCAL YEAR 2000-01 BUDGET

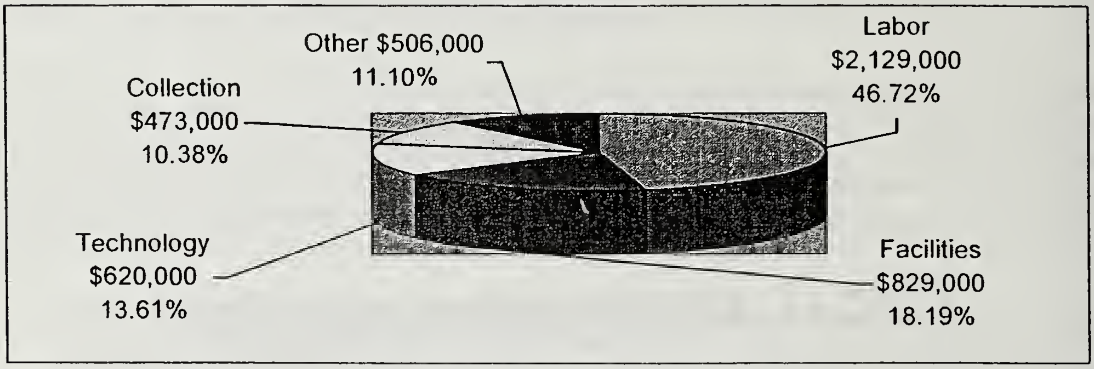
July 21, 2000

EXPENDITURES OR USES

The Library's budget is a net $2.754 million greater than the amount originally appropriated in FY 1999-00. However, it actually contains $4.557 million in new spending that is offset by $1.701 million in reductions for one-time purchases budgeted in the prior year and $102,000 in baseline cuts made by the Finance Committee. One-time reductions include $1.2 million for lease-purchase payments on mainframe equipment purchased when the new Main Library opened (this lease-purchase program is now complete); $441,000 for various equipment items purchased by the Library in the prior fiscal year; and, $60,000 for one-time services provided by DTIS. Baseline reductions include $60,000 budgeted for Events Management Fee, $28,000 from materials and supplies in the Main, and $14,000 in training funds.

Budget increases fall into the following categories – Labor, Collections (Books & Materials), Facilities, Technology, and Other. Table A summarizes these adjustments.

Table A
New Spending by Use



Labor – $2.129 million or 46.7 percent of new funding in FY 2000-01 has been budgeted to cover the increased cost of labor (salaries and fringe). These increases include:

- $312,000 to annualize positions only partially funded in the prior year. This adjustment provides full-year funding for new positions budgeted in the prior year. By policy, new positions must remain vacant until October 1st of the fiscal year.

- $335,000 to cover substitutions or reclassifications and scheduled salary step adjustments.

- $1.670 million to cover salary and fringe increases called for in labor contracts. This includes scheduled increases called for in existing contracts as well as the new contract negotiated by SEIU, Local 790. The SEIU contract provides salary increases of 4.25 percent in FY 2000-01; 3.5 percent in FY 2001-02; and an additional 3.5 percent in FY 2002-03. The first two years of the SEIU contract provide for salary increases effective on July 1st and January 1st of each fiscal year and the percentage increases referenced above reflect a blended rate. Overall, by the end of the three-year contract, SEIU member salaries will have increased by 14 percent.

- $441,000 for 7.17 new FTE[1] in the Main, Branch, Children's Services, Operations, and Technical Services.

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[1] See Attachment I for list of new positions.

- $248,000 for 4.54 FTE in Project Read and Exhibitions programs funded by grant and/or gift funds. In prior years, positions funded by non-City sources were not put in the budget.

These cost increases are offset by a reduction in temporary help of ($207,000), a reduction in Department of Children and Youth Services (DOCYF) funded positions ($16,000), and an increase in budgeted salary savings ($523,000). The salary savings adjustment will bring the library's budgeted attrition rate in-line with actual savings achieved in recent years and provided the funds needed to support the 7.17 new FTE included in this budget. In addition, $131,000 budgeted for Tool Lending Library positions was reallocated from the labor budget to the operating budget to support a contract/grant the Library will award to a community-based non-profit group to implement a tool-lending program.

The Library's labor budget (salaries, fringe, temporary help, and overtime) totals $37.344 million. This represents an increase of 6.1 percent over the prior year budget. Although labor costs have increased 6.1 percent over the prior fiscal year, they have increased by 14.3 percent since FY 1998-99 and 26.6 percent since FY 1997-98. In contrast, FTE have grown only 3.4 percent over that same period. This clearly indicates that the escalating cost of labor is attributable to salary adjustments rather to a growth in the number of budgeted positions. In FY 2000-01 the cost of labor will constitute 76.5 percent of total planned expenditures.

Facilities – $829,000 or **18.2** percent of the new funds have been budgeted for various facilities projects. This includes $500,000 for electrical upgrade projects at various Branch Libraries[2], $135,000 for maintenance and repair of mechanical systems at the Main Library whose warranties have expired, and $105,000 to cover rent increases at leased branch library facilities. In addition, $49,000 to complete furniture, fixtures, and equipment purchases for the soon to be relocated Ingleside Branch Library and $40,000 to plan and facilitate office relocations in the Main Library have also been budgeted. The budget also continues funding for branch roof repair and replacement projects ($250,000) and facilities maintenance and repair ($240,000). The $490,000 for roof repair and facilities maintenance projects is in addition to the $829,000 in new spending.

Technology – $620,000 or **13.6** percent of new funding has been budgeted to support four initiatives. These initiatives include $192,000 to begin upgrading the Main Library's wide-area network (WAN) which is necessary to accommodate DRA's planned migration from a text-based system to a completely graphical platform; $143,000 to continue connecting branch libraries to the WAN; and $265,000 to begin replacing older PCs and dumb terminals throughout the system with newer and more efficient graphical PCs. In addition, Supervisor Yee added $20,000 to the budget to buy computers for the Ortega and Parkside Branch Libraries. These initiatives will improve public service, narrow the digital divide, and meet the public's demand for access to the Internet and digital resources.

Collection – The budget contains an increase of $353,000 for books and materials acquisition. This represents an 8.5 percent increase in spending over the prior year and provides for an acquisition budget of $4.496 million or 9.2 percent of total funds budgeted in FY 2000-01. In addition another $60,000 has been budgeted to purchase book security systems for the branch system and $60,000 has been budgeted to continue retrospective cataloging efforts. These items constitute **10.4** percent of the new monies budgeted in FY 2000-01. Overall the book budget constitutes 9.2 percent of total spending.

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[2] Projects include Golden Gate, Potrero, Visitacion Valley, Bayview, Eureka Valley, and Bernal Heights. Projects will be completed based on project costs and availability of funds. $250,000 although appropriated is held in reserve pending outcome of the November Branch Library Bond Measure.

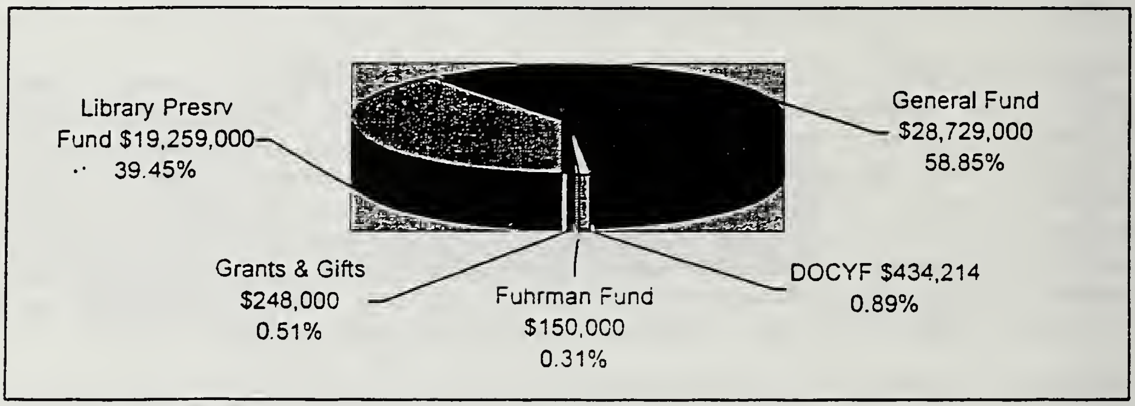
Other Budget Adjustments – Finally, the budget contains a net increase of $506,000 for various items. This includes $50,000 to purchase ergonomic furniture, fixtures, and equipment for system-wide distribution; $278,000 to cover cost increases passed through by other city departments who service the Library;[3] $7,000 for hearing officers to adjudicate employee/employer disputes; $5,000 to cover miscellaneous expenses of the Library Commission; $35,000 to support children's programs funded by DOCYF; and $131,000 shifted from the labor budget to the operating budget to fund a grant the Library will issue to a nonprofit group to implement and manage a tool lending program.

The budget changes described above are summarized on Attachment II.

REVENUE SOURCES

As described in Table B below, Library programs and activities are funded by appropriations from multiple sources. These sources include the Library Preservation Fund, the General Fund, the Department of Children and Youth Services Fund, the Fuhrman Trust Fund, and grants and gifts[4].

Table B
Budget by Source



In regard to the *Library Preservation Fund*, the budget reflects revenue growth of $1.715 million or 10.2 percent over the prior year. The budget also reflects an allocation from unappropriated reserves in the LPF of $800,000. The reserve allocation is greater than the amount we had initially planned[5] however it is $146,000 less than the amount appropriated in the prior year. Appropriations from the Library Preservation Fund total $19.259 million and constitute 39.4 percent of total funding.

In regard to the *General Fund* contribution mandated by Proposition E, the budget reflects an increase of $920,000 or 3.3 percent over the amount budgeted in the prior year. The General Fund appropriation for the Library totals $28.729 million or 58.9 percent of total funding. The $28.729 million is $271,000 less than the $29 million the Controller projected at the time the Library's budget was submitted to the Mayor. Of significance, the Library's FY 2000-01 budget will not require a General Fund appropriation beyond the amount required by Proposition E. In contrast the Library received General Fund subsidies of approximately $1.1 million and $2.2 million in FYs 1999-00 and

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[3] Most of this increase is in the work order for Workers Compensation, which increased from $156,000 to $361,000.

[4] Grants include California State Library Literacy Grant and Foundation gift funds that support positions in the Project Read and Exhibitions programs.

[5] Initial revenue and expenditure projections required an appropriation from the reserve of less than $200,000. Less than anticipated revenue from the General Fund and higher than anticipated costs – mainly salary increases – required a greater than planned allocation from the reserve.

1998-99, respectively. Combined, Library Preservation Funds and General Funds comprise 98.2 percent of total funding.

The budget also contains an allocation from Department of Children and Youth Services Fund (DOCYF)[6] of $434,000 to support a total program of $450,000. This is approximately $16,000 more than the amount budgeted in the prior year; however, the increase will be funded by the Library Preservation Fund. The budget also contains $248,000 in grant and gift funds to support positions in Project Read and in the Exhibits Program; and, $150,000 from the Fuhrman Trust Fund to purchase books and materials on economics and political science.

ATTACHMENTS

In addition to Attachments I and II, there are eight charts in this package that provide further detail on the Library's FY 2000-01 budget. These charts include:

- Chart 1: Budget by Program and Category of Expense.
- Chart 2: Budget by Source of Funds
- Chart 3: Budget by Categories of Expense
- Chart 4: Budget by Program
- Chart 5: FTE by Program
- Chart 6: Labor Cost Trends
- Chart 7: FTE Growth Trends
- Chart 8: Books and Materials Budget

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[6] Programs funded by DOCYF include the Kidsmobile, Outreach to the Tenderloin, Outreach to Middle Schools, and Youth at Risk.

7/21/00

FY 2000-01
NEW POSITIONS

ATTACHMENT I

Classification Number and Title	Start Date (m/d/y)	# of Positions	EST. ANNUAL SALARY		Total Salary
			FTE	Actual	
1012 Technician - Journey (Automation)	10/1/00	2.00	1.50	$42,961	$64,442
3602 Library Page (Ingleside Branch)	7/1/00	0.25	0.19	$30,929	$5,799
3630 Librarian I (Main GLC Archivist)	10/1/00	0.50	0.50	$51,678	$25,839
3630 Librarian I (Main Project Read)	10/1/00	0.20	0.20	$51,678	$10,336
1840 Jr. Mgt. Assistant (Main)	*7/1/00*	*0.70*	*0.70*	*$47,789*	*$33,452*
3630 Librarian I (Main)	*7/1/00*	*0.47*	*0.47*	*$56,976*	*$26,779*
3630 Librarian I (Teen Srvcs Unit - OCYS)	10/1/00	1.00	0.75	$51,678	$38,759
3630 Librarian I (OCYS)	*7/1/00*	*0.12*	*0.12*	*$56,976*	*$6,837*
7514 General Laborer (Operations)	10/1/00	1.00	0.75	$36,383	$27,287
3602 Library Page (Operations)	*7/1/00*	*0.88*	*0.88*	*$30,929*	*$27,063*
7334 Stationary Engineer (Operations)	*7/1/00*	*0.37*	*0.37*	*$53,453*	*$19,778*
3634 Librarian III (Techn Srvcs)	10/1/00	1.00	0.75	$63,110	$47,333
Total Salaries		**8.49**	**7.17**		**$333,704**
Estimated Staff Benefits					**$107,191**
Total Personal Services					**$440,895**

NOTE: Italics denote positions that were filled but not funded in the base. 2.54 of the 7.17 FTE fall into this category.

7/21/00

2000-01Budget Reconciliation
(Amounts in thousands)

ATTACHMENT II

SOURCE OF FUNDS ------->	Prop. E (LPF/GF)	Fuhrman Fund	DOCYF	GRANTS	TOTAL
FY 1999-00 Budget	$ 45,484	$ 150	$ 432	$ -	$ 46,066
Annualize Prior Year Costs	$ 312				$ 312
Substitutions, Salary Step Adjustments	$ 335				$ 335
Salary/Fringe Increases	$ 1,670		$ 1		$ 1,671
Proposed New Positions	$ 441			$ 248	$ 689
Base Adjustments	$ -		$ (17)		$ (17)
Tool Lending Library Adjustment	$ (131)				$ (131)
Temp Help Reductions	$ (207)				$ (207)
Salary Savings Adjustment	$ (523)				$ (523)
Subtotal, Personal Services	$ 1,897	$ -	$ (17)	$ 248	$ 2,129
Book Budget Increase	$ 353				$ 353
AIM (Cataloging Srvcs)	$ 60				$ 60
Book Security Gate	$ 60				$ 60
Subtotal, Collections	$ 473	$ -	$ -	$ -	$ 473
Facility Repair/Maint.	$ 135				$ 135
Branch Library Lease Adj. (Ingleside, Portola, Glen Park, Visitacion Valley)	$ 105				$ 105
Ingleside FF&E	$ 49				$ 49
Main Relocations	$ 40				$ 40
Branch Electrical Projects	$ 500				$ 500
Subtotal, Infrastructure	$ 829	$ -	$ -	$ -	$ 829
Technology Enhancements	$ 620				$ 620
Subtotal, Technology	$ 620	$ -	$ -	$ -	$ 620
Work Order Increases	$ 278				$ 278
Ergonomic FF&E	$ 50				$ 50
Hearing Officer Fees	$ 7				$ 7
Commission OE	$ 5				$ 5
Tool Lending Library Adjustment	$ 131				$ 131
DOCYF Adjustments	$ 16		$ 19		$ 35
Subtotal, Other	$ 487	$ -	$ 19	$ -	$ 506
TOTAL ADJUSTMENTS	$ 4,306	$ -	$ 2	$ 248	$ 4,557
Less One-time Cost Adjustments	$ (1,701)				$ (1,701)
Less Baseline Reductions (Board of Supv)	$ (102)				$ (102)
NET ADJUSTMENTS	$ 2,503	$ -	$ 2	$ 248	$ 2,754
TOTAL BUDGET	$ 47,988	$ 150	$ 434	$ 248	$ 48,820
Change from FY 1999-00	$ 2,504	$ -	$ 2	$ 248	$ 2,755
Percentage Change	5.51%	0.00%	0.57%	N/A	5.98%

7/21/00

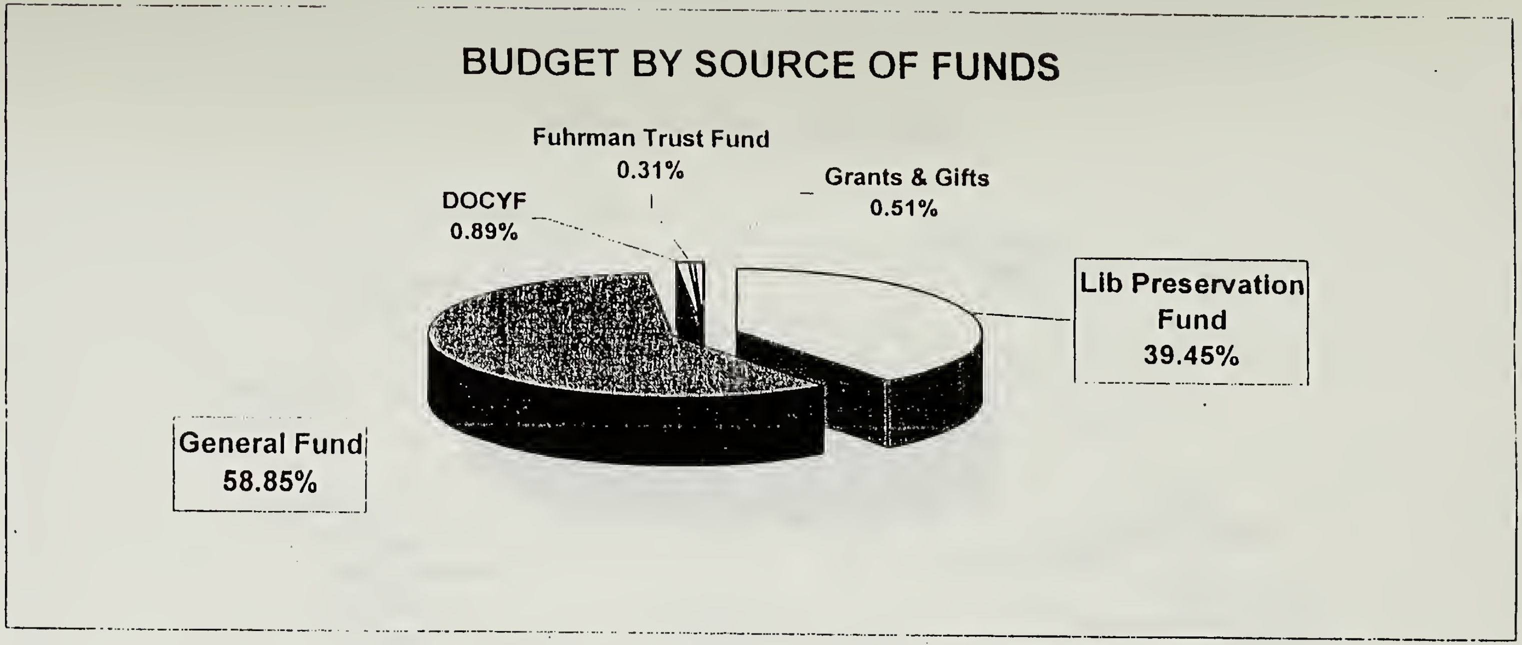
CHART 1

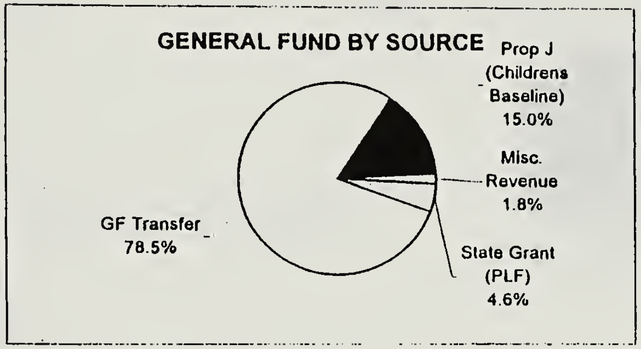
SAN FRANC[illegible] PUBLIC LIBRARY

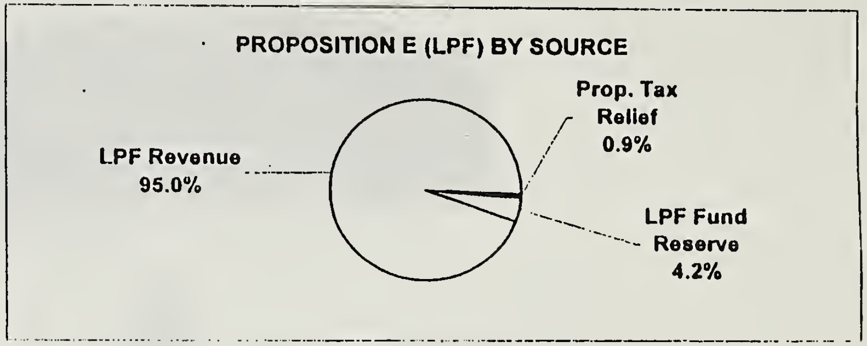
FY 2000-01 BUDGET

	Main	Branch	Techn Srvc	IRM	Public Affairs	Automation	Operations	Admin	MOCYF	Prop J	Fuhrman Fund	Unallocated Expense	Total
Salaries	$9,312,671	$8,361,674	$2,365,959	$533,887	$609,799	$651,443	$3,091,110	$1,440,871	$314,861	$3,222,219	$0	$0	$29,904,494
Fringe Benefits	$2,085,269	$2,190,140	$620,031	$134,356	$158,550	$166,968	$849,207	$328,667	$80,571	$816,206	$0	$0	$7,429,965
Non-Personal Services	$49,850	$614,076	$311,500	$155,640	$49,000	$269,082	$611,911	$267,313	$0	$72,977	$0	$0	$2,401,349
Materials & Supplies	$93,309	$168,496	$94,635	$6,500	$24,500	$214,144	$406,628	$20,500	$49,531	$2,961	$0	$0	$1,061,204
Books & Materials	$0	$0	$0	$4,140,813	$0	$0	$0	$0	$0	$205,213	$150,000	$0	$4,496,026
Equipment	$0	$60,000	$0	$0	$0	$610,030	$50,000	$0	$0	$0	$0	$0	$720,030
Capital Projects	$0	$0	$0	$0	$0	$0	$0	$990,000	$0	$0	$0	$0	$990,000
Services Other Departments	$0	$0	$0	$0	$52,300	$331,424	$919,031	$487,043	$5,500	$1,400	$0	$0	$1,796,698
Unallocated Expense	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Interdepartmental Recovery	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Total, Expenditures	$11,541,099	$11,394,386	$3,392,125	$4,971,196	$894,149	$2,243,091	$5,927,887	$3,534,394	$450,463	$4,320,978	$150,000	$0	$48,819,766

Lib Preservation Fund	$19,259,055
General Fund	$28,728,527
DOCYF	$434,214
Fuhrman Trust Fund	$150,000
Grants & Gifts	$247,970
TOTAL	$48,819,766
General Fund	
GF Transfer	$22,552,581
Prop J (Childrens Baselin	$4,320,976
Misc. Revenue	$523,184
State Grant (PLF)	$1,331,806
Total	$28,728,527
Library Preservation Fund	
LPF Revenue	$18,273,244
Prop. Tax Relief	$164,735
LPF Fund Reserve	$800,000
Total	$19,237,979
GF Required per Prop E	$28,734,982
GF Appropriated	$28,728,527
GF Subsidy	-$6,455







7/21/00

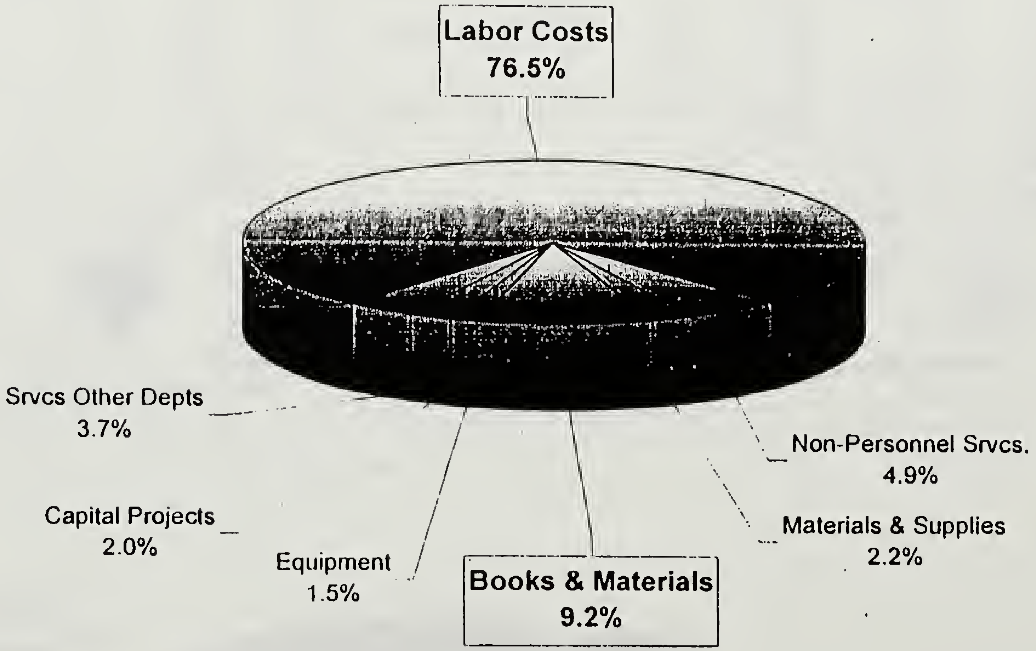
SAN FRANC[illegible]O PUBLIC LIBRARY
FY 2000-01 BUDGET

CHART 3

Salaries	$29,904,494
Fringe Benefits	$7,429,965
TOTAL	$37,334,459

Labor Costs	$37,334,459
Non-Personnel Srvcs.	$2,401,349
Materials & Supplies	$1,081,204
Books & Materials	$4,496,026
Equipment	$720,030
Capital Projects	$990,000
Srvcs Other Depts	$1,796,698
TOTAL	$48,819,766

USES: CATAGORIES OF EXPENSE



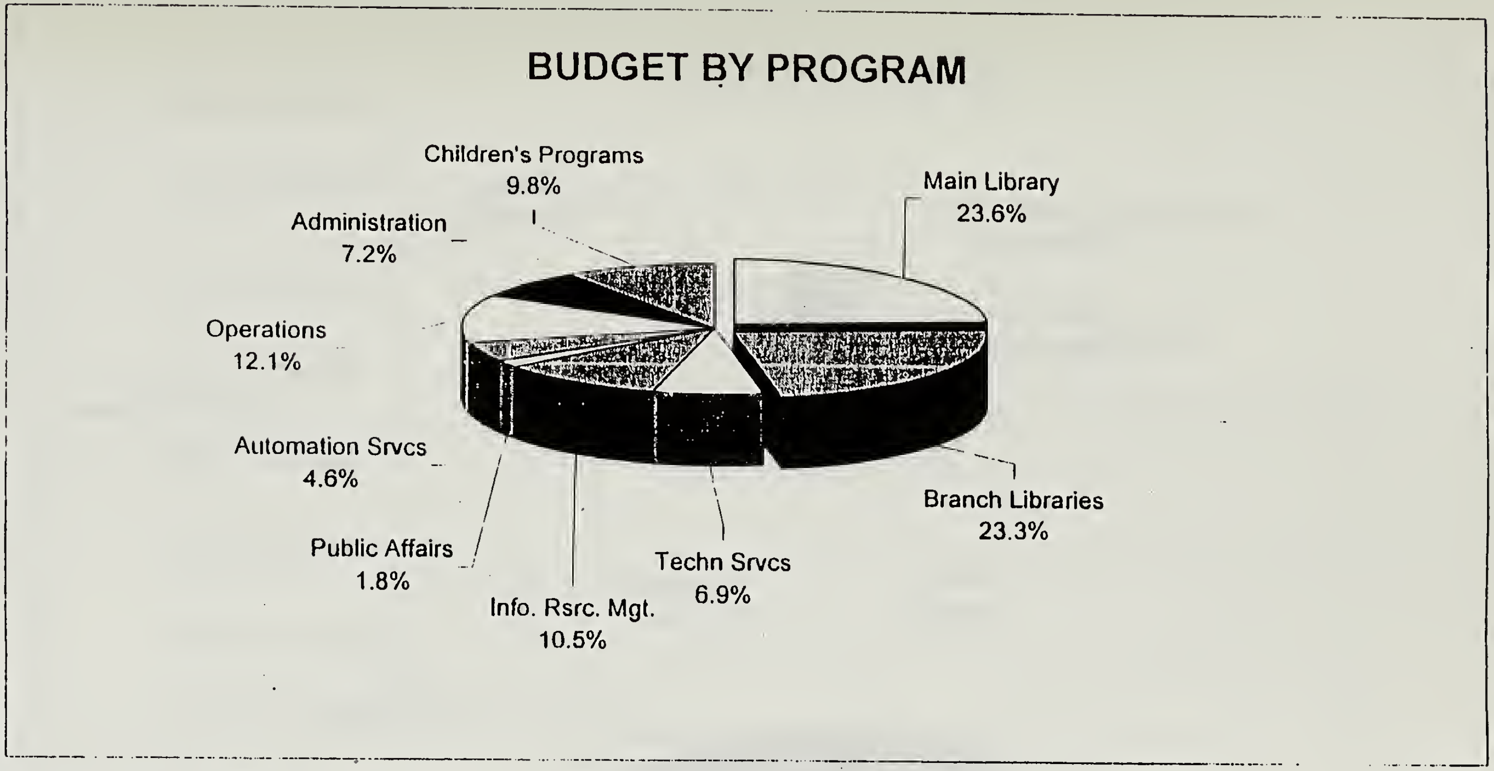
Main Library	$11,541,099
Branch Libraries	$11,394,386
Techn Srvcs	$3,392,125
Info. Rsrc. Mgt.	$5,121,196
Public Affairs	$894,149
Automation Srvcs	$2,243,091
Operations	$5,927,887
Administration	$3,534,394
Children's Programs	$4,771,439
Total	$48,819,766

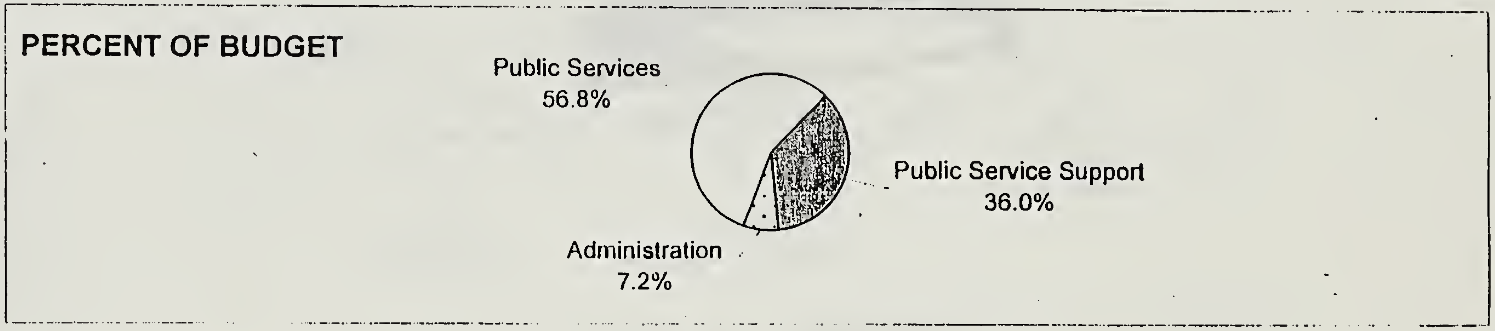
Public Services	$27,706,924
Public Service Support	$17,578,448
Administration	$3,534,394
Total	$48,819,766

Public Services
- Main
- Branch
- Proposition J
- MOCYF

Public Service Support
- Technical Services
- Automation Services
- Operations
- Info. Resource Mgt.
- Public Affairs

Administration
- City Librarian's Office
- Finance Office
- Human Resources Office


BUDGET BY PROGRAM


PERCENT OF BUDGET

Main	185.84
Branch	173.84
Techn Srvc	47.35
IRM	9.56
Public Affairs	15.33
Automation	12.31
Operations	68.31
Administration	21.81
Childrens Programs	64.69
Total	599.04

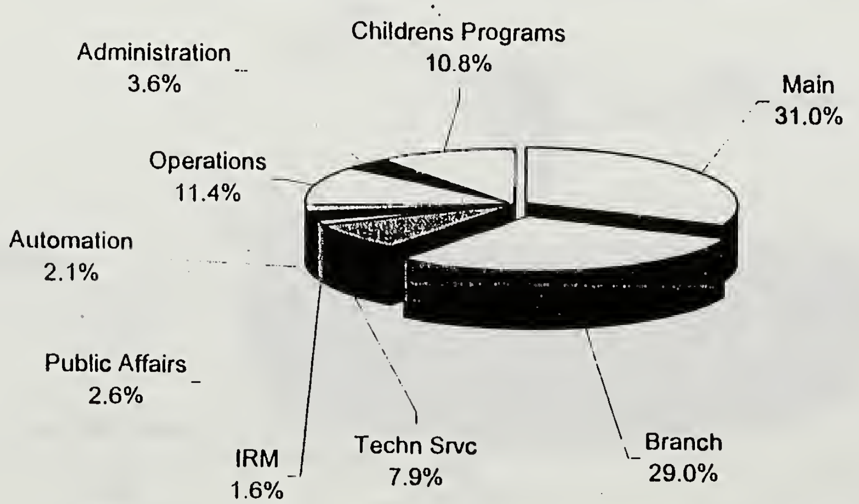
Public Service	424.37
Public Service Support	152.86
Administration	21.81
Total	599.04

Public Services
- Main
- Branch
- Proposition J
- MOCYF

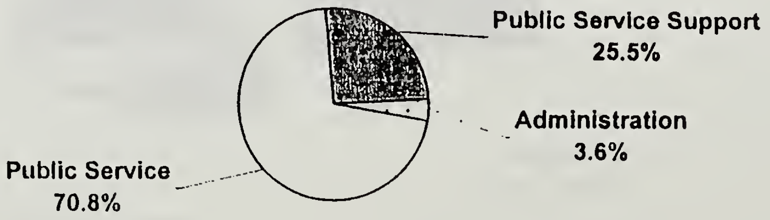
Public Service Support
- Technical Services
- Automation Services
- Operations
- Information Rsrce Mgt.
- Public Affairs

Administration
- City Librarian's Office
- Finance Office
- Human Resources Office

FTE BY PROGRAM



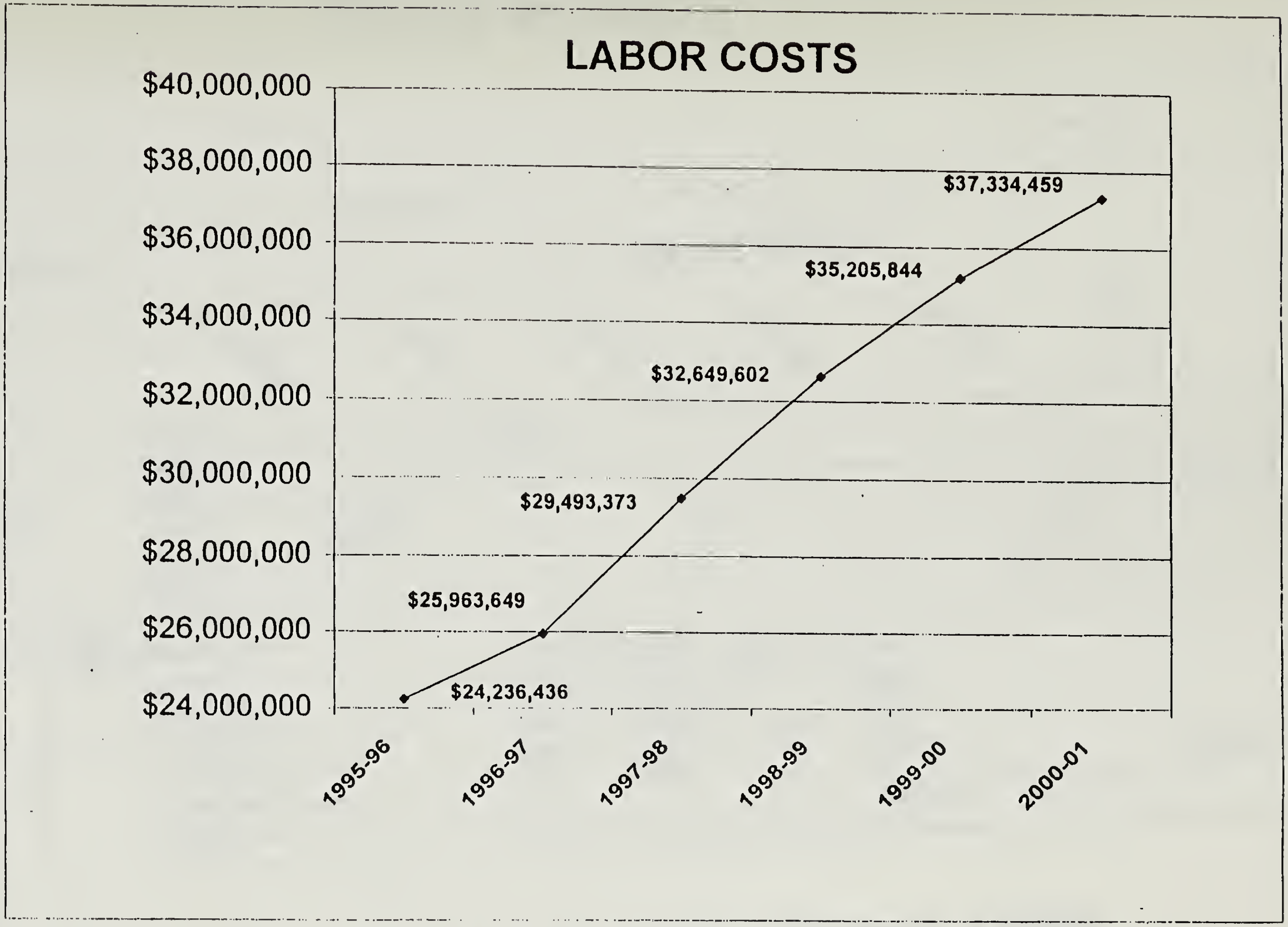
Percent of FTE



1995-96	$24,236,436
1996-97	$25,963,649
1997-98	$29,493,373
1998-99	$32,649,602
1999-00	$35,205,844
2000-01	$37,334,459

% Change from FY 1995-96

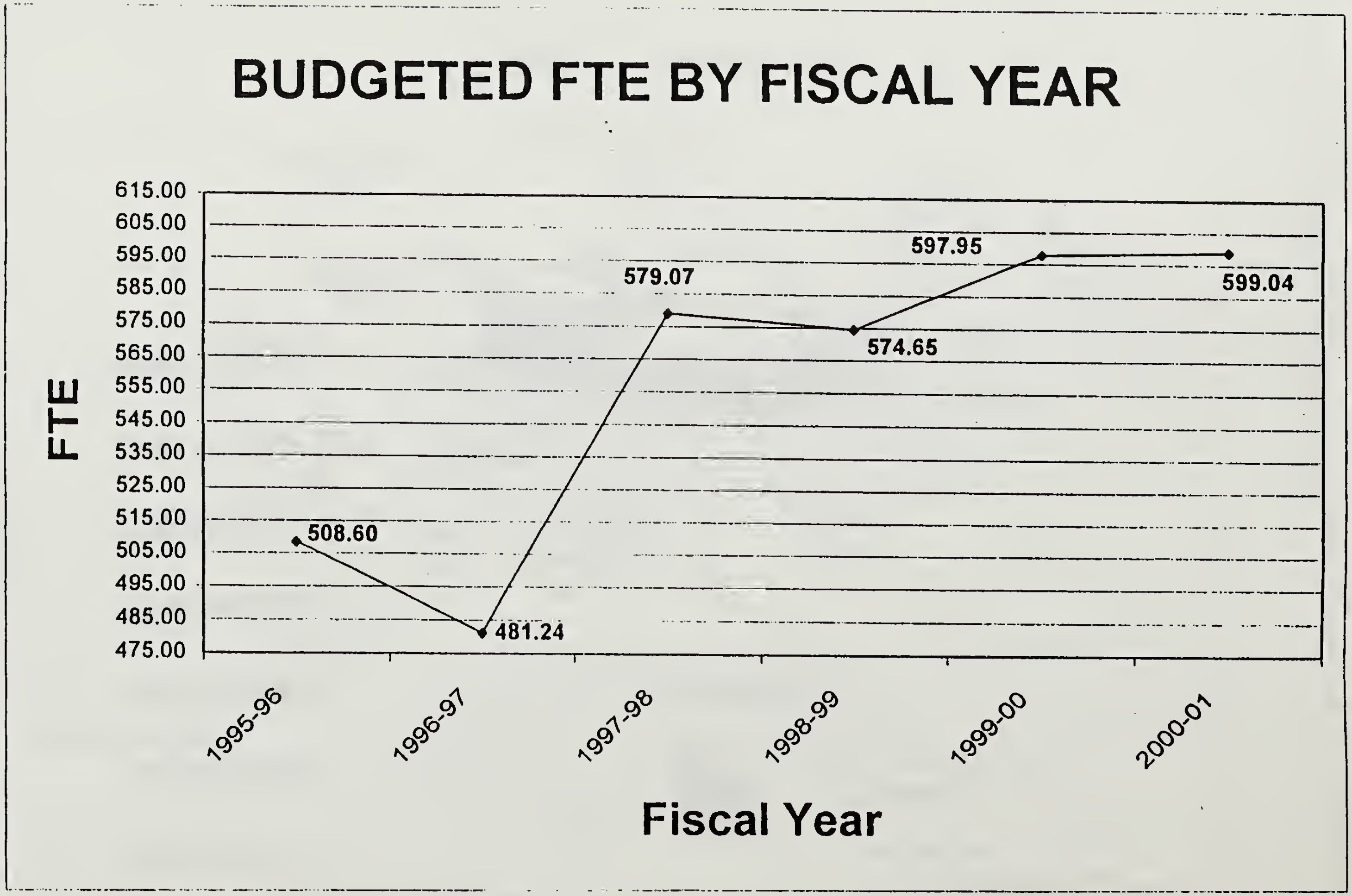
1995-96	---
1996-97	7.13%
1997-98	21.69%
1998-99	34.71%
1999-00	45.26%
2000-01	54.04%



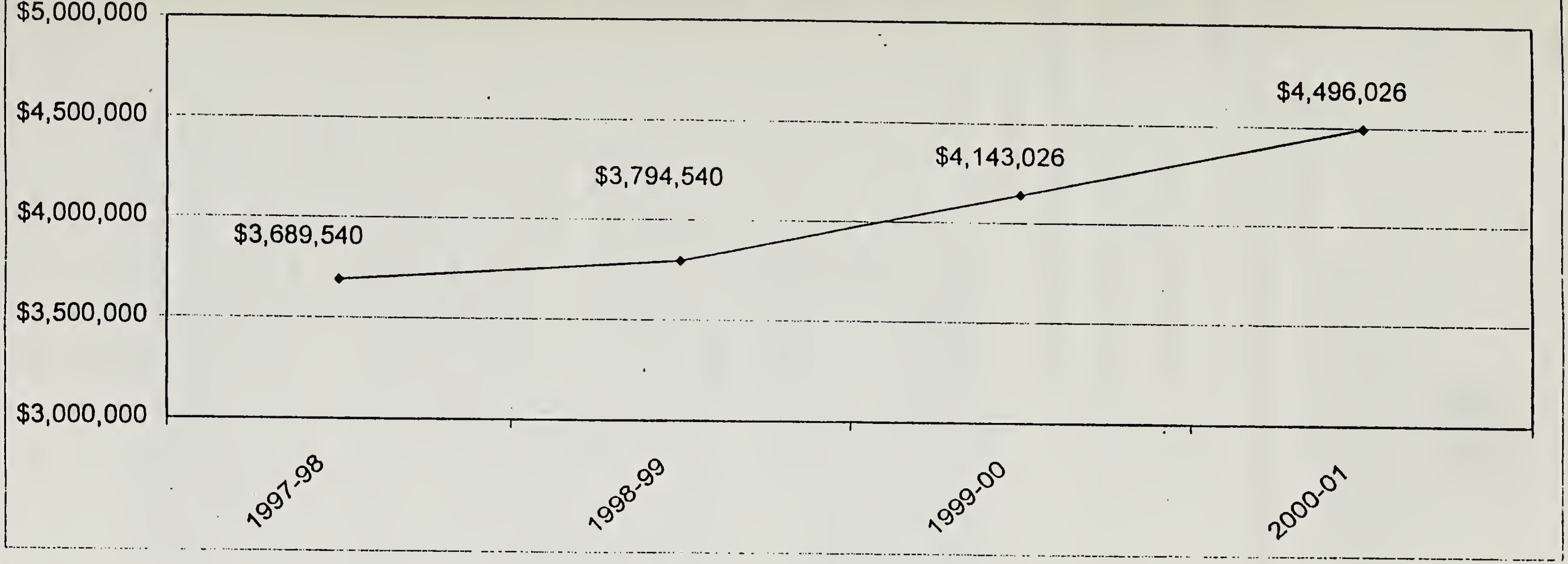
1995-96	508.60
1996-97	481.24
1997-98	579.07
1998-99	574.65
1999-00	597.95
2000-01	599.04

% Change from FY 1995-96

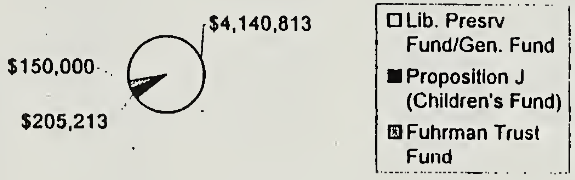
1995-96	—
1996-97	-5.38%
1997-98	13.86%
1998-99	12.99%
1999-00	17.57%
2000-01	17.78%



BOOKS & MATERIALS



FY 2000-01 Book Budget by Source



Fiscal Year	Budgeted Amount	Annual Change	Cumulative Change
1997-98	$3,689,540		
1998-99	$3,794,540	2.85%	2.85%
1999-00	$4,143,026	9.18%	12.29%
2000-01	$4,496,026	8.52%	21.86%

Totals reflect amounts originally appropriated each fiscal year.

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Darian W. Swig
ommissioners

ısan Hildreth
cting City Librarian

Aichael Housh
ommission Secretary

/00

NOTICE OF MEETING

A regular meeting of the San Francisco Public Library Commission will be held as follows:

DATE: Tuesday, September 5, 2000
TIME: 5:30PM
PLACE: Koret Auditorium, Main Library, lower level

The meeting will be called to order

AGENDA:* **

1. ELECTION OF COMMISSION 2000 OFFICERS — ACTION
(This item is to allow Commissioners to nominate themselves or a fellow Commissioner for the offices of Commission President and Vice President and to elect the Commission President and Vice President to serve for the remainder of the year 2000 term.)

2. APPROVAL OF THE AUGUST 1, 2000 MINUTES — ACTION
Presentation of, discussion of, and possible action to approve the Minutes of the regular Commission meeting of August 1, 2000.
Explanatory document: draft minutes

3. CITY LIBRARIAN'S REPORT by Acting City Librarian Susan Hildreth — DISCUSSION
(This a discussion item is to allow the City Librarian to report on recent Library activities and make announcements)
This report will consist of: a report on the status of the Friends/Foundation MOU, a report on branch library improvements, a strategic planning update, and a grants report.

4. RESOLUTION - TOOL LENDING CENTER — ACTION
Presentation of, discussion of, and possible action to approve a resolution approving a grant agreement between the San Francisco Public Library and the San Francisco League of Urban Gardeners (SLUG) to implement the Tool Lending Center program.
Explanatory document: draft resolution

5. BRANCH LIBRARY FACILITIES PLAN REPORT — DISCUSSION
Presentation of, and discussion of aspects of the proposed Branch Library facilities plan.
Explanatory document: planning report on proposed Branch Library Facilities Plan

6. COMMISSION MEETINGS SCHEDULE — ACTION
Presentation of, discussion of, and possible action to approve a revised schedule of times and dates for regular Commission Meetings during the remainder of 2000 and a proposed regular Commission Meeting schedule for 2001
Explanatory document: draft meetings schedule

DOCUMENTS DEPT.
AUG 3 0 2000
SAN FRANCISCO
PUBLIC LIBRARY

7. FINES AND FEES ACTION

Presentation on, discussion of, and possible action to approve a revised Library fines and fees schedule for recommendation to the Mayor for submission to the Board of Supervisors for approval and possible motion directing the Acting City Librarian, in consultation with the City Attorney, to finalize and submit an ordinance for Board of Supervisors approval that would set fines and fees consistent with the approved revised fine and fee schedule. Explanatory document: Draft fine and fee ordinance containing the proposed fine and fee schedule and an Acting City Librarian's cover memo.

8. FRIENDS AND FOUNDATION REPORT DISCUSSION

(This item is to allow the Friends and Foundation of the San Francisco Public Library to inform the Commission of their current and proposed activities.)

9. UNION REPORT DISCUSSION

(This item is to allow members of library labor organizations to report on employee matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's future consideration.)

10. NEW BUSINESS DISCUSSION

(This item is to allow Commissioners to introduce new agenda items for future consideration.)

11. PUBLIC COMMENT DISCUSSION

(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's future consideration.)

12. ADJOURNMENT (requires motion and public comment) ACTION

* Public comment will be taken before or during the Library Commission's consideration of each agenda item.

** Explanatory documents: Copies of explanatory documents listed in this agenda, and other related materials received by the Library Commission after the posting of this agenda, can be obtained from the Office of the Library Commission, Main Library, 6th Floor and also, to the extent possible, will be available on the Library's website at http://sfpl.lib.ca.us/.
8/30/00 - M.Housh, Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - Accessible Meetings Policy

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. late requests will be honored if possible.

A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 72 hours in advance of the need.

ndividuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level, Koret Auditorium, except when otherwise noticed. The Commission meeting room is wheelchair accessible. e closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call 415/923-6142.

There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.

Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

Know Your Rights Under The Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's eview.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact Donna Hall, Administrator, he Sunshine Ordinance Task Force, City Hall, Room 244 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4689 or at 415/554-7724 ph. 415/554-5163 FAX and website at Donna_Hall@ci.sf.ca.us. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.ci.sf.ca.us/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Attention: Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Admin Code secs. 16.520 - 16.534] to egister and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street #701, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us/ethics/.

Michael Housh, Commission Secretary
4/26/00

San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

Memorandum

To: Library Commission
From: Susan Hildreth, Acting City Librarian SH
Re: Grant Agreement for Tool Lending Center
Date: September 5, 2000

In the attached resolution, I am requesting your approval of the Grant Agreement between the San Francisco Public Library and the San Francisco League of Urban Gardeners (SLUG) to implement the Tool Lending Center program. I wanted to recap for your information the history of this project and salient points of the grant agreement.

Fall 1999	$266,832 was included in 1999/2000 Library budget to implement the Tool Lending Center.
Winter/Spring 2000	Library staff met extensively with Recreation and Parks Department and Department of Public Works staff to determine how to most effectively provide tool lending services. Identifying a non-profit organization that was qualified to provide this service on behalf of the Library was determined to be most viable implementation plan.
Summer 2000	The Library issued a request for proposal to non-profit organizations to implement the Tool Lending Center. This was advertised in "public notices", placed on several non-profit information websites, and direct mailed to thirty-seven non-profit organizations. A pre-proposal conference was held attended by three non-profit agencies. Two proposals were received by the July 19th deadline. Both non-profits were interviewed by Library staff and staff of the Berkeley Tool Lending Library. SLUG was the recommended service provider; and the Library has negotiated a grant agreement with SLUG based on their proposal. $359,724 was included in 2000/01 Library budget to fund the Tool Lending Center.

Grant Agreement

Amount	$350,000 for 2000/01 Future years will decrease due to one-time, start-up expenses in 2000/01
Term	Three years, expiring on 6/30/2003 Will be renewed annually based on funds included in Library budget; can be cancelled if funding is not included in Library budget

Location	11 Sillman St. (leased facility), near the Portola Branch Library
Implementation	Within 90 days of grant agreement approval, hopefully by December 2000
Hours	Thursday, Friday, Monday, 11am – 7pm Saturday, Sunday, 9am – 5pm
Staffing	2 full-time tool specialists and .5 administrative assistant, coordination and oversight by SLUG program manager
Tool Inventory	1,200 tools, $80,000 investment for initial tool inventory, costs to decrease in future years
Liability	All liability will be assumed by SLUG

The Library will provide SLUG assistance and advice in public relations, obtaining a stand-alone inventory control system, establishing a website for Center and developing service policies and procedures. SLUG staff will not have direct access to the Library's database and on-line system, but will be linked to the Library's website and catalog through the Internet. It is anticipated that the San Francisco Public Library and SLUG identification and/or logos will be used on all public material regarding the Tool Lending Center. The Library is very excited about this new partnership with SLUG. We believe that we will provide both a service to our residents and a great opportunity for training for under-employed workers who will assist in developing and staffing the Tool Lending Center.

RESOLUTION APPROVING A GRANT AGREEMENT BETWEEN THE SAN FRANCISCO PUBLIC LIBRARY AND THE SAN FRANCISCO LEAGUE OF URBAN GARDENERS (SLUG) TO IMPLEMENT THE TOOL LENDING LENDING CENTER PROGRAM.

WHEREAS, $266,832 was included in the 1999/2000 Library budget at the direction of Supervisor Barbara Kaufman to implement a Tool Lending Center, and $359,724 was subsequently included in the 2000/01 budget to further support the implementation of this program; and

WHEREAS, the Library staff has met with other City departments and has determined that awarding a grant to a qualified non-profit organization interested in providing this service is the most viable method for implementation; and

WHEREAS, the Library issued a Request for Proposals for a Tool Lending Center, which was properly advertised; and conducted a pre-proposal conference, attended by representatives of three local non-profits; after which the Library received two proposals and interviewed both organizations that submitted proposals, and determined that SLUG was the most qualified non-profit organization to provide this service; and

WHEREAS, the Library has negotiated a grant agreement with SLUG based on their proposal which can be funded by the 2000/01 allocation for this program; and

WHEREAS, this agreement can be terminated if funding is not included in subsequent Library budgets:

RESOLVED that the San Francisco Public Library Commission approves the proposed grant agreement with SLUG; and

FURTHER RESOLVED that the San Francisco Public Library Commission requests that regular reports be presented to the Commission so that they will be informed on the implementation and operation of the Tool Lending Center.

San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

Memorandum

To: Library Commission

From: Susan Hildreth, Acting City Librarian SH

Re: Branch Facilities Plan

Date: September 5, 2000

At the August 1st, 2000 meeting, the Commission approved a gift of $196,200 from the Friends and Foundation to support the efforts of the Bureau of Architecture and other city departments in developing a Branch Facilities Plan. You had requested that you receive additional information about the role of the library consultant in this plan and opportunities for public input into the plan.

Initially, I want to clarify that funds for the library consultant were not included in the $196,200 gift. Funds for the consultant have been included in the allocation made by the Friends and Foundation to support the plan. The library consultant will be paid directly by the Friends and Foundation.

I have recommended that the Library work with Dallas Shaffer as the library consultant for the Branch Facilities Plan. Dallas has been a public librarian for many years and served for nine years as the Monterey County, CA, Library Director, where she directed the construction of several branches. She has been consulting for several years and has worked on many branch renovation projects, including the Multnomah County Library (Portland, Oregon), the Jackson County Library in Oregon and the Seattle Public Library. On August 22nd and 23rd, Dallas made an initial visit to the Library and met with staff and representatives of the Bureau of Architecture to further discuss her role in development of the branch facilities plan. I have appointed a staff advisory committee for the Branch Facilities Plan who will also work closely with management staff, the Bureau of Architecture and Dallas during this process. We recommend that we work with staff on the plan this fall and gather public input when the draft plan has been developed.

Fall 2000
Focus on staff involvement in plan development so that branch staff have multiple opportunities to make suggestions and comments on plan
Tour other libraries in the area that have been recently renovated
Review building programs of other libraries
Develop a functional needs assessment for branch libraries
Sponsor a branch facility needs workshop to be facilitated by Dallas Shaffer, tentatively scheduled for October 26/27
Attend November training in Vallejo on the 21st century branch library, presented by Cate McNeely, Deputy Director, Richmond Public Library, British Columbia
Develop building program template for branch libraries
Review existing current information on expressed needs of public for branch services and incorporate into plan document
Determine information to be gathered from public and how best to gather that information

Winter/Spring 2001	Review draft plan with Library Commission and internal library committees Continue staff involvement in plan development Develop, from work in the fall, content and ideas for public discussion through a variety of methods including focus group meetings, interaction with specific service and neighborhood groups, public meetings. Meeting format and some meetings would be facilitated by Dallas Shaffer Revise draft plan based on all comments

The Commission will receive monthly status reports on the Branch Facilities Plan as it develops. We can revise the activity outline presented above based on Commission input, but we do need to move forward on most of these activities to remain on the project timeline that we have established with the Bureau of Architecture.

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102
Phone 415.557.4233, Fax 415.557.4240

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Draft 2001 MEETING SCHEDULE

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ichael Housh
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First Tuesday of the Month, 5:30 PM

January 2, February 6, March 6, April 3, May 1, June 5, July 3, August 7, September 4, October 2, December 4.

First Wednesday of the Month, 5:30 PM

November 7*.

*The meeting in November will be held on the 1st Wednesday due to Municipal Election Day being held on the 1st Tuesday.

M.Housh, Commission Secretary
8/8/00

BOARD OF SUPERVISORS	2PM

REGULAR MEETING TIMES OF SEVERAL CITY AND COUNTY CHARTER COMMISSIONS

AIPORTS COMMISSION	9AM
ART COMMISSION	3PM
BUILDING INSPECTION COMMISSION	3:30PM
CIVIL SERVICE COMMISSION	2PM
FIRE COMMISSION	6PM
PUBLIC HEALTH COMMISSION	3PM
HUMAN RIGHTS COMMISSION	4:30PM
PARKING AND TRAFFIC COMMISSION	1PM
PLANNING COMMISSION	1:30PM
POLICE COMMISSION	5:30PM
PORT OF SAN FRANCISCO COMMISSION	4PM
PUBLIC UTILITIES COMMISSION	1:30PM
RECREATION AND PARK COMMISSION	3PM
REDEVELOPMENT AGENCY COMMISSION	4PM

San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

Memorandum

To: Library Commission

From: Susan Hildreth, Acting City Librarian SH

Re: Library Fines and Fees Ordinance

Date: September 5, 2000

Attached for your approval is a proposed Library Fine and Fee ordinance, containing a revised proposed fee schedule, that will be forwarded to the Mayor for submission to the Board of Supervisors. Although you did approve a Library Fine and Fee schedule at your April 2000 meeting, the schedule was forwarded to the Mayor's Office for review and has not yet been submitted to the Board of Supervisors. I have attached a copy of the April 4, 2000, meeting item for your information. After detailed discussion with the Mayor's office and further staff discussion regarding the proposed schedule, we have decided to bring a slightly revised schedule that reflects additional modifications recommended by our staff to the Commission for review and approval.

Please note that the fine and fee schedule included in the ordinance includes only the proposed fines and fees, in comparison to the schedule that the Commission approved in April, which included current fines and proposed fines.

As mentioned above, since the Commission considered the schedule in April, staff has proposed several modifications to the proposed schedule; and therefore we are presenting proposed schedule to you for your approval of the revisions. The revisions are as follows:

1. Replacement costs for videotapes – We recommend that the replacement cost for videos, initially proposed at $15, be increased to $20. This cost will only be used when we cannot verify the actual purchase price for videos. This cost better reflects the commercial prices for videos that the Library purchases.

2. Addition of DVD's (digital video discs) to the schedule for fines and replacement costs – This is a new format that we are just beginning to collect and is very similar to videos. Therefore, we recommend that the DVD's be included in the same fines and replacement costs schedules as videos.

3. Visitors' Cards – Currently, we are charging $20 for this service, $10 of which is refundable, for a three-month period. For better customer service and less staff intervention and workload, we recommend reducing this fee to $10 for a three-month period, with no refundable deposit. The deposit was used as an incentive for visitors to return materials, but we now find that most visitor cards are purchased to facilitate computer access, not the borrowing of library materials.

4. Elimination of the fee for reserves and interlibrary loans – Currently, the Library is charging $.50 for each reserve and interlibrary loan (ILL). We recommend that those fees be eliminated. We estimate that approximately $15,000 in revenue is generated annually by the reserve and ILL fees. This represents only 3.1% of the fine and fee revenue, with the majority of the revenue representing monies collected as overdue fines. We believe that the elimination of the reserve and ILL fees will enhance the use of the collection and support the Library's goal of improved and efficient customer service. Key reasons for the fee elimination are:

- The $.50 charge was instituted to cover costs of notification of availability of materials that are requested by users. The on-line system has truly automated this function. Many notifications are now being sent via e-mail and patrons are placing their own reserves without staff intervention.
- The $.50 charge may serve as a barrier to use of the collection. Even though it is a small fee, some users cannot afford it. With the fee elimination, the patron using the small branch with a limited collection has the same access to materials as someone who uses a larger branch with a larger and more varied collection.
- Location of materials within the system is a customer-friendly and staff-efficient procedure when it is as simple as a keystroke to place a hold on an item at the branch where it is located. That item will be held at the owning branch and delivered to the requesting branch on the next day.
- Currently, there is a limit of 20 reserves per user at any time which was instituted when reserves by e-mail were implemented earlier this year. This limit has worked well to date and will insure that no one individual will be able to place reservations for a large number of items.

5. Books-by-Mail service – Although the Library is not yet ready to implement this service, we have had numerous requests for mail service for materials. Several other Bay Areas libraries, including Contra Costa County Library and the Pleasanton Public Library, are offering this convenient service. The service would be offered on a cost-recovery basis. The average weight of an adult book is about two (2) pounds, which would cost $2 for postage at current postage rates. Handling of each item, including the cost of packaging and staff time, is estimated at about $1. The current fee charged by Contra Costa and Pleasanton is $3 per item, which includes staff processing costs and costs for the book mailers. Staff recommends that you approve a Books-by-Mail fee at $3, or the cost of shipping and handling, whichever is greater. This language will allow the Library to set the fee based on current postal rates and modify it, if necessary.
We anticipate that this service will be limited to those materials that have a 21-day circulation period.

Pending your approval, this draft ordinance will be resubmitted to the Mayor's office for further consideration. Hopefully, action will be taken as soon as it can be reviewed by the appropriate committee and forwarded to the full Board of Supervisors.

FILE NO. ____________________ ORDINANCE NO. ____________________

8/29/00 DRAFT

[Library Fines and Fees]

AMENDING THE SAN FRANCISCO ADMINISTRATIVE CODE BY ADDING SECTION 8.21-2 TO AUTHORIZE THE LIBRARY COMMISSION TO CHARGE CERTAIN FINES AND FEES FOR THE USE OF LIBRARY MATERIALS AND SERVICES AND RATIFYING PRIOR FINES AND FEES.

Note: This entire section is new.

Be it ordained by the People of the City and County of San Francisco:

Section 1. Chapter 8 of the San Francisco Administrative Code is hereby amended by adding Section 8.21-2, to read as follows:

SEC. 8.21-2. LIBRARY FINES AND FEES.

(a) **Fee Schedule**. The Library Commission is hereby authorized to charge fines and fees for the use of library materials and services in accordance with the following schedule:

San Francisco Public Library
Fines & Fees Schedule

		Daily	Maximum
OVERDUE FINES	**ADULT MATERIALS**		
by Material	Books	$ 0.10	$ 5.00
	Phonorecords	$ 0.10	$ 5.00
	Audio Cassettes	$ 0.10	$ 5.00
	Books on Tape	$ 0.10	$ 5.00
	Compact Discs	$ 0.10	$ 5.00
	Magazines	$ 0.10	$ 5.00
	Paperbacks (Cataloged)	$ 0.10	$ 5.00
	Paperbacks (Uncataloged)	$ 0.10	$ 2.00
	JUVENILE MATERIALS	Depends on age of borrower (see Overdue Fines "by Patron" below)	
	SPECIAL MATERIALS		
	Videos and Digital Video Discs (DVDs) (adult/seniors)	$ 1.00	$ 5.00

OVERDUE FINES **by Material** **(continued)**	**SPECIAL MATERIALS (continued)**	**Daily**	**Maximum**
	Videos and DVDs (0-17 years)	No fines	No fines
	Sheet Music	$ 0.10	$ 5.00
	Orchestral/Music Sets	$ 0.25	$10.00
	Vertical File Materials	$ 0.10	$ 5.00
OVERDUE FINES		**Daily**	**Maximum**
by Patron	Fines: Adults (18-64 yrs)	$ 0.10	$ 5.00
	Fines: Seniors (over 65)	$ 0.05	$ 5.00
	Fines: Teens (13-17 yrs)	No fines	No fines
	Fines: Children (0-12 yrs)	No fines	No fines
LIBRARY CARD REPLACEMENT	Lost Card: Adult/Seniors	$ 1.00	
	Lost Card: Youth (0–17 yrs)	$ 0.50	
PROCESSING FEE (PF)	Processing fee: cataloged materials	$5.00	

Note regarding lost materials: The Library will charge the fair market value (FMV) of lost materials. The FMV shall be determined by the Library staff after consulting with relevant sources, which may include The Bowker Annual: Library and Book Trade Almanac. Where there is a conflict between the standard prices below and the FMV as determined by the Library, the Library shall charge the FMV.

REPLACEMENT OF LOST MATERIALS	**Materials**	**Per Item**	**Maximum**
	Hardback: Adult/Teen Non-Fiction	$35+ PF	$ 40.00
	Hardback: Adult/Teen Fiction	$25+ PF	$ 30.00
	Hardback: Juvenile Non-Fiction	$20 + PF	$ 25.00
	Hardback: Juvenile Fiction	$15 + PF	$ 20.00
	Paperback: Cataloged		
	Adult/Teen Non-Fiction	$20 + PF	$ 25.00
	Adult/Teen Fiction	$10 + PF	$ 15.00
	Juvenile Non-Fiction	$10 + PF	$ 15.00
	Juvenile Fiction	$5 +PF	$ 10.00
	Other Materials	**Per Item**	**Maximum**
	Paperback: Uncataloged	$ 5.00	
	Paperback/Hardback: International Generic Record	Price varies: $5-$15 depending on FMV	

REPLACEMENT OF LOST MATERIALS (continued)	**Materials**		**Per Item**	**Maximum**	
	Periodicals/Magazines		$ 5.00		
	Phonorecord		$15 + PF	$ 20.00	
	Audiocassettes		$10/tape	FMV of set + PF	
	Videos and DVDs		$20 + PF	$ 25.00	
	Supplementary Materials: incl. Booklets, libretti, maps, CDs, etc.		$3/item		
	Sheet Music/Scores		FMV as set by Library Art/Music Department		
	Sheet Music/ Uncataloged		FMV as set by Library Art/Music Department		
	Audio Books		$5/tape	FMV of set + PF	
	Compact Discs		$15 + PF	$20	
	Language Sets		$10/item	FMV of set + PF	
	Vertical/Picture File		$5/item		
LOST/DAMAGED FEES			**ITEM**		
	Audiocassette case (lost)		$ 1.00		
	Barcode label		$ 0.25		
	Barcode & flyleaf		$ 1.00		
	CD Jewel Case (lost)		$ 1.00		
	Videocassette case (lost)		$ 2.00		
SERVICE FEES	**BORROWERS CARDS**				
	San Francisco & California Residents		Free		
	Visitor's Card (non-California)		$ 10.00	Non refundable 3 months duration	
	Firm (business) card		Free		
	Restricted (no proof of residency)		Free		

DRAFT

SERVICE FEES (continued)	Reserves		Free		
	Inter-Library Loan		Free		
	Returned Check Fee		$10 (current City-wide charge – subject to revision by City)		
	Recovery of Delinquent Accounts		$10/account		
	Books-by-mail		$3 or cost of shipping & handling, whichever is greater		
DOCUMENT DELIVERY AND SPECIAL SERVICES	Inter-Library Loan: Photocopy		.25/page		
	(maximum: 50 pages/day)			$5.00 rush	
	San Francisco History Center: reproduction of photographs (for teaching, scholarship or research purposes)		$1/photo		
	San Francisco History Center: reproduction of photographs		$15 + FMV of any additional labor required due to age or condition of photograph		

DRAFT

(b) **Ratification of Prior Fines and Fees.** All fines and fees previously charged for the use of library materials and services are hereby ratified.

APPROVED AS TO FORM:
LOUISE H. RENNE, City Attorney

By: Adine Varah
ADINE K. VARAH
Deputy City Attorney

DRAFT

FINES & FEES
COMPARISON OF 1990 and PROPOSED 2000 SCHEDULE

Attached is a schedule of the 1990 and recommended 2000 Fines & Fees Schedule. Changes are shaded. The following list details the reasons for most of the proposed changes:

FINE SCHEDULE (Fine Schedule by Material)

ADULT MATERIALS (A1)

Patrons are motivated to return materials with a reasonable and consistent fine and fee policy, a daily charge for materials held beyond their due date. The basic overdue fine remains $.10 per day, with a maximum fine of $5.00 for most items.

COMPACT DISCS

Since this format was not available in the Library in 1990, the original fine policy does not cover this medium. The current overdue fines charged were higher ($.50 per day and a maximum of $10) because of the limited number of titles available. The collection is now large enough to permit the standard fee of $.10 per day and a maximum of $5..

MAGAZINES

We are proposing that the maximum fine for a magazine move from the price of a single issue to $5 to support a consistent fine schedule.

PAPERBACKS (PB)

The maximum fine of $.50 for uncataloged paperbacks does not motivate return of these items. A $2.00 fee is considered more logical to prompt the return of overdue items.

JUVENILE MATERIALS (A2)

In the previous circulation system, CLSI, fines were charged according to type of material (Juvenile, Adult). In the current DRA system, fines are charged according to status of patron (Children, Teen, Adult, Senior, Homebound, etc.) The 1990 fine schedule reflects this fine system by a differentiation of charges between adults and children's material. The Library's current policy is to charge no fines on any type of material that is borrowed by children or youth (except videotapes - see below), with reduced fines for senior citizens.

SPECIAL MATERIALS (A3)

ART PRINTS

The library no longer offers the service of circulating framed art prints. This service was dropped when the library moved into the New Main.

VIDEOTAPES

We recommend keeping the daily fine at $1 and reducing the maximum fine to $5. Although our collection of videotapes are grown tremendously, this is a heavily used collection and needs to be available for use by as many people as possible. Staff feel that the $1 daily fine, unlike the standard $.10 daily fine for other materials, will encourage prompt return of videos; and that the $5 maximum fine, being reduced from the current $10 maximum fine and becoming consistent with other maximum fines, will also induce greater return of overdue videos. Now, with the $10 maximum fine, people with late videos often keep them, do not clear their library account and forego their library privileges.

Teens, like children, do not pay fines or fees on any overdue materials except videotapes currently. The proposal recommends that teens no longer pay fines or fees on videos, thereby making consistent the fine-free status of teens.

BOOKLETS/SUPPLEMENTARY MATERIALS

Originally restricted to print materials that were included with videotapes (for example, libretti with opera videotapes), supplementary materials now range from liner notes to throw-away ads. We recommend no charges for all supplementary materials. They are extremely varied and generally not too valuable.

SHEET MUSIC

Once handled by the Art and Music Department, these materials are now cataloged and handled as regular circulation materials. Their overdue fines should be consistent with the majority of other circulated library materials.

ORCHESTRAL/MUSIC SETS (Not listed on 1990 schedule)

These special multi-part materials are unique and are handled by the Art/Music staff. The costs of these materials are determined by the work being performed and the number of parts in the set. The Art/Music staff recommend that the fines remain as is: $.25 per day and a maximum of $10 as these are unique materials.

VERTICAL FILE MATERIALS (Not listed on 1990 schedule)

There is no change suggested for current schedule of charges.

SENIOR CITIZEN FINE DISCOUNT(Fines by Patron Type) (A4)

The Library charges a reduced fine for seniors, $.05 per day with the $5 maximum. There are no other changes proposed other than that noted previously regarding making the waiver of fines for videos consistent for Teens. Children are defined as individuals birth - 12, teens 13-17, seniors over 65.

REPLACEMENT CHARGES FOR LOST LIBRARY CARDS (B)

Technology has created the need to reduce the fee for replacing library cards from $2.00 to $1.00. Two years ago the Library began using debit cards that could also function as library cards and value-added copier cards. The purchase of an unregistered debit card with $1.00 copy value costs $1.00 from the vendor. To replace a lost library card, with no copy value, now costs $2.00. We expect no additional loss of revenue since patrons already register a $1.00 debit card as a library card rather than purchase a $2.00 replacement library card. There is no change recommended for Children's or Teen card replacement, which is $.50

REPLACEMENT CHARGES FOR LOST MATERIALS (C)

When materials are lost or not returned, library staff check several resources to establish the current replacement cost. When current prices cannot be verified, staff uses "generic" prices that are established annually by a survey of publishing costs. We recommend the following policy be adopted for determining replacement costs:

BOOKS IN PRINT (C1)

This source is no longer the most reliable for prices of materials. See the sources recommended below.

ONLINE PUBLIC ACCESS CATALOG (OPAC)

If the materials are less than three years old, use the price cited in the Library's on-line catalog.

BIBLIOGRAPHIC DATABASE

If the materials are more than three years old, verify the price in Amazon.com or a comparable, up-to-date bibliographic database (e.g. Books In Print - BIP). Note: The information in Amazon.com is more up-to-date, more reliable and covers more media than BIP.

BOOKS "Out-of-Print" (Bowker Annual, 1989-1990) (C2)

If no current price can be located for standard materials, staff may use the "Generic Price". Bowker Annual provides the average cost of hardbacks, mass and trade paperbacks. The generic price should be revised annually to reflect the current cost of materials. The attached table (under Replacement of Lost Materials) provides the recommended generic costs for the most common library materials for 2000. The categories on the attached chart relate directly to categories on the 1990 schedule. For example, the adult non-fiction "generic price" in 1990 was $25; we now recommend $35.

OTHER MATERIALS (C3)

A new category under "Paperbacks" is the Paperback/Hardback International Generic Record. This is a method that we are using to quickly and easily process materials in other languages; and the value of these materials varies quite a bit, as noted by the price varying from $5 - $15 to be determined by library staff.

Categories not included in the 1990 schedule but listed in the 2000 proposed schedule include audio books, compact discs, language sets and vertical/picture file materials.

PROCESSING SURCHARGE (C4)

Processing fees are those charges levied for the technical processing of replacement books into the collection. These processes include cataloging, labeling, applying plastic jackets, strengthening spines, and other processes to help preserve, identify, and find materials. The processing fee for cataloged materials remains at $5. Since uncataloged materials have minimal processing (primarily stamping and labeling) and no cataloging, we recommend that the $2 processing fee for these materials be waived.

DAMAGE CHARGES (D)

For better customer service, we recommend that minor damage to date due slips, mylar covers, and plastic sleeves be waived and assumed a regular library operating expense. Cost of replacement of audiocassette and videocassette cases reflect actual material costs.

SERVICE FEES (E)

VISITOR'S CARDS

These cards were $20, with $10 of this fee a refundable deposit. We are currently charging $25 for three months, with no refundable deposit; and we recommend that these charges continue.

RESTRICTED CARDS

Begun as "Homeless" cards, these "temporary" cards are valid for three months, can be obtained with minimal identification and are renewable. Patrons with "restricted" cards may borrow one item at a time.

RESERVATIONS ON MATERIALS (E2)

Reserve post cards are listed as $.25, but have been charged at $.50 for several years to make the fee match that of Interlibrary Loan requests as well as to address the true cost of processing reserves. We have just implemented patron-placed reserves and this should both increase the volume and lessen the workload for staff. We also recommend that senior citizens, as children and youth, do not pay a fee for reserves. We do not anticipate this will impact revenue because the volume of reserves is increasing.

UNREWOUND VIDEOTAPES (E3)

The staff time involved in tracking this fee and rewinding tape and the cost of repair and replacement of rewind equipment needed to perform the task is not practical or cost effective. We recommend dropping this fee.

RETURNED CHECK FEE

The returned $10.00 check fee is now set by the District Attorney's Bad Check Enforcement Program, not the Library.

RECOVERY PROGRAM

The new collection/recovery program will pay for itself by charging a $10.00 "recovery" surcharge on each borrower that has over $50.00 worth of materials that are more than 45 days overdue. This charge will cover the per account cost charged to the library by the third party collection agency on contract with the Library. This is a standard practice of libraries that have a collection/recovery program.

DOCUMENT DELIVERY (Not listed on 1990 schedule)

INTER-LIBRARY LOAN (ILL) PHOTOCOPY

We recommend an increase of the per-page copying from $.15 to $.25, waiving the $5.00 handling fee. This fee structure is more appropriate and easier to manage.

RESEARCH SERVICE

Expedited document delivery and fee-based reference services provided by Library Express have been suspended. We recommend dropping the Library Commission fee policy of September 5, 1995 since the service is no longer provided.

MISCELLANEOUS PHOTOCOPY FEES

These are specialized fees and were not listed on the 1990 schedule, but the proposed schedule represents what is being currently charged.

REVISION OF LIBRARY FINES & FEES:

Shaded areas: Changes recommended & new categories

Feb-00	
	Version 1

1990			Current		Proposed	
Schedule	**Category**	**Material**	**Per Day**	**Maximum**	**Per Day**	**Maximum**
A	**FINE**	**ADULT MATERIALS**				
1. A	**SCHEDULE**	Books	$ 0.10	$ 5.00	$ 0.10	$ 5.00
b	**by Material**	Phonorecords	$ 0.10	$ 5.00	$ 0.10	$ 5.00
c		Audio Cassettes	$ 0.10	$ 5.00	$ 0.10	$ 5.00
d		Books on Tape	$ 0.10	$ 5.00	$ 0.10	$ 5.00
		Compact Discs	$ 0.50	$ 10.00	$ 0.10	$ 5.00
e		Magazines	$ 0.10	Cost of single issue	$ 0.10	$ 5.00
f		Paperbacks (Cataloged)	$ 0.10	$ 5.00	$ 0.10	$ 5.00
		PB (uncataloged)	$ 0.10	$ 0.50	$ 0.10	$ 2.00
2		**JUVENILE MATERIALS**	No fines		depends on age of borrower	
3		**SPECIAL MATERIALS**				
a		Art Prints	$1.00	$ 10.00	drop	
b		Videotapes (adult/seniors))	$ 1.00	$ 10.00	$ 1.00	$ 5.00
		Videotapes (0-17 year old	$ 1.00	$ 10.00	No fines	No fines
		Suppl. Materials/booklets	$ 0.25	$ 3.00	drop	
c		Sheet Music	see Art/Music Dept		$ 0.10	$ 5.00
		Orchestral/Music Sets	$ 0.25	$ 10.00	$ 0.25	$10.00
		Vertical File Materials	$ 0.10	$ 5.00	$ 0.10	$ 5.00
	by Patron type	Fines: Adults (18-64): General Materials	$ 0.10	$ 5.00	$ 0.10	$ 5.00
4		**SENIOR CITIZEN DISCOUNT**				
a		Fines: Seniors (over 65)	$ 0.05	$ 5.00	$ 0.05	$ 5.00
		CHILDREN & YOUTH				
		Fines: Teens (13-17 yrs)	No fines	No fines	No fines	No fines
		Fines: Children	No fines	No fines	No fines	No fines
B. 1	**LIB. CARDS**	Lost Card: Adult/Seniors	$ 2.00		$ 1.00	
2	**REPLACEMENT**	Lost Card: Youth	$ 0.50		$ 0.50	
C.	**REPLACEMENT**	**Generic Pricing**	**Per Item**	**Maximum**	**Per Item**	**Maximum**
2	**OF LOST**	**Books "Out of Print"**				
	MATERIALS	HB:Adult/Teen NF	$25 & PF	$ 30.00	$35+ PF	$ 40.00
		HB: Adult/Teen F	$18 & PF	$ 23.00	$25+ PF	$ 30.00
	To determine	HB: Juv NF	$12 & PF	$ 17.00	$20 + PF	$ 25.00
	replacement	HB: Juv F	$12 & PF	$ 18.00	$15 + PF	$ 20.00
	costs:	PB: Cataloged				
	Check price in:	Adult/Teen NF		$ 15.00	$20 + PF	$ 25.00
	1st: OPAC	Adult/Teen: F		$ 5.00	$10 + PF	$ 15.00
	(if past three yrs)	Juvenile NF		$ 10.00	$10 + PF	$ 15.00
		Juvenile F		$ 5.00	$5 +PF	$ 10.00
3	**2nd: Amazon.Com**	**Other Materials**				
	(in & out of print)	PB: Uncataloged	$ 5.00		$ 5.00	
		PB/HB: International Generic Record	price varies: $5 - $10		price varies: $5 - $15	
	3rd: Generic Cost	Periodicals/Magazines		$ 3.00		$ 5.00
	see Bowker Annual	Phonorecord	9 + PF		15 + PF	$ 20.00
		Audiocassettes	$11/tape	cost of set +PF	$10/tape	cost of set + PF
		Videos	varies		$15 & PF*	$ 20.00

Supplementary Materials: incl. Booklets, libretti, maps, CDs, etc.	$3 or set by Art/Music		$3/item	
Sheet Music/Scores	set by Art/Music		set by Art/Music	
Sheet Music/Uncat	set by Art/Music		set by Art/Music	
Art Prints	$ 25.00		drop	
Audio Books	$5/tape	cost of set+ PF	$5/tape	cost of set + PF
Compact Discs (CDs)	varies		$15 & PF*	$20
Language Sets	$10/item		$10/item	cost of set + PF
Vertical/Picture File	$2/item		$5/item	

4	**PROCESSING FEES (PF)**	PF: Processing fee: cataloged matrls.	$5.00	$5.00
		PF: Processing fee: uncataloged mtrls.	$2.00	drop

).	**LOST/DAMAGED**		**ITEM**	**ITEM**
		Audiocassette case (lost)	$ 1.00	$ 1.00
		Barcode label	$ 0.25	$ 0.25
		Barcode & flyleaf	no policy	$ 1.00
		CD Jewel Case (lost)	no policy	$ 1.00
		Crayoning on a single pag	$ 0.25	drop
		Date Due Slip	$ 0.10	drop
		Mylar book cover	$ 0.25	drop
		Plastic PD sleeve	$ 1.00	drop
		Videocassette case (lost)	$ 3.00	$ 2.00

.	**SERVICE FEES**					
1		**BORROWERS CARDS**				
a.		SF & California Residents	Free		Free	
b.		Visitor's Card (non-Ca)	$ 20.00	($10 refundable)	$ 25.00	Non-refundable 3 mos. duration
c.		Firm (business) card	Free		Free	
		Restricted (no proof of residency)	none		Free	
2		Reserves	$ 0.25		$ 0.50	
		ILL: other libraries	$ 0.50		$ 0.50	
3		Unrewound Videotapes	$ 0.50		drop	
4		Returned Check Fee	$ 10.00		city charge	
		Recovery of Delinquency	none		$10/acct	

DOCUMENT DELIVERY	ILL: Photocopy	.15/pg	$5.00 handling	.25/pg	drop
	(max: 50 pages/day		$5.00 rush		$5.00 rush
	Research Service				
	Photocopy (over 10 pgs)	$ 0.25		$ 0.25	
	Research Service	$ 60/hr		drop	
	Copy service	$ 20/hr		drop	
	Fax service	$ 20/hr		drop	
	Doc Deliv.	$ 10/item		drop	
	S.F. Hist. photocopy	$1/photo		$1/photo	
	Photo reprod (outside lib)	$15. +		$15. +	

C:fine & fees 00

SCHEDULE OF FINES, FEES AND CHARGES

A. FINE SCHEDULE

	Fine Per Day	Maximum Fine
1. Adult Materials (except those borrowed by Senior citizens)		
a. Books	.10	$5.00
b. Phonorecords	.10	$5.00
c. Audio Cassettes	.10	$5.00
d. Books-on-Tape	.10	$5.00
e. Magazines	.10	Up to the price of single issue
f. Paperbacks		
uncataloged	.10	$0.50
cataloged	.10	$5.00
2. Juvenile Materials	No charge	
3. Special Materials		
a. Art Prints	$1.00	$10.00
b. Videotapes	$1.00	$10.00
booklets	.25	$ 3.00
c. Sheet Music	.10	$ 5.00
4. Senior Citizen Fine Discount (over age 65)		
a. Adult Materials	.05	$ 5.00
Discount does not apply to special materials		

B. REPLACEMENT CHARGES FOR LOST LIBRARY CARDS

a. Adult	$2.00
b. Children	$ .50

4. Processing surcharge

All Cataloged Materials	$ 5.00
All Uncataloged Materials (paperbacks, periodicals, other ephemeral items)	$ 2.00

D. DAMAGE CHARGES

1. Standard damage charges:

Lost date due slip	.10
Missing or damaged	
barcode label	.25
mylar book cover	.25
plastic PD sleeve	$1.00
audiocassette case	$1.00
videocassette case	$3.00
Crayoning on a single page	.25

2. Assessment of charges for other types of damage is referred to the librarian in charge of the collection.

E. SERVICE FEES

1. Borrowers' Cards

a. San Francisco and California residents	Free
b. Visitor's Card (non-CA resident)	
Deposit (refundable)	$10.00
Service Charge (non-refundable)	$10.00
c. Firm Card	Free

[RESOLUTION #2028 AS AMENDED AT AUGUST 1, 1995 SAN FRANCISCO PUBLIC LIBRARY COMMISSION MEETING AND CORRECTED ON SEPTEMBER 5, 1995]

WHEREAS, THE SAN FRANCISCO PUBLIC LIBRARY IS RECEIVING AN INCREASED LEVEL FOR INFORMATION, REFERENCE, AND RESEARCH SERVICES FROM INDIVIDUALS AND CORPORATIONS THAT ARE NOT RESIDENTS OF CALIFORNIA, AND THUS PROVIDE NO PUBLIC FUNDS TO SUPPORT LIBRARY SERVICES IN SAN FRANCISCO; AND,

WHEREAS, The individuals and corporations are increasingly requesting that information and materials from the San Francisco Public Library be delivered to their residence or business by electronic means which involve additional cost to the library for such services, and

WHEREAS, That much of the material requested electronically is copyrighted and thus it is incumbent on the SFPL to pay fees for copying or facsimile transmission in order to comply with the copyright laws of the Federal Government; and

WHEREAS, The individuals and corporations are increasingly requesting that library staff research, assemble, and deliver information documents and products beyond the normal level of information and reference services presently available at SFPL; now, therefore, be it

RESOLVED, That the San Francisco Public Library shall establish a pilot program charging fees for these services which are beyond the basic library services as defined by the State of California; and be it

FURTHER RESOLVED, That pursuant to section 10.117-3 of the SAN FRANCISCO ADMINISTRATIVE CODE, the San Francisco Public Library Commission adopts the following cost recovery schedule for InfoExpress, the Library's expedited information service:

For Research Services:
$60.00 per hour ($15.00 minimum)

For Document Delivery:
Copy Service:
$20.00/hour labor
$10.00 per item minimum (up to 10 pages)
$ .25 per page (over 10 pages)

For FAX Service:
$20.00/hour labor

$10.00 per item minimum (up to 5 pages)
$ .25 per page (over 5 pages)

POST OCCUPANCY EVALUA

PRIORITIES	WHO'S RESPONSIBLE	TIMELINE/STATUS 7/00
FUNDING	George Nichols, Finance Director	Determined at least $4,000,000; POE team will put together list of $500,000 in supplemental budget request by 2/01. Over $60,000 identified as owing from HuberHuntNichols will be spent as stated below.
BUILDING CLOSE-OUT ISSUES	Rich Walsh, Operations and Maintenance Director; Ned Himmel, Chief of Main	Philip Sowers,Bureau of Architecture (BOA), has put together prioritized list of projects to work on with estimate of number of hours needed (ATTACHED); as he finishes he will report back with estimates to be added to supplemental budget request. Contracts will be issued 8/2000 through HuberHuntNichols for skateboard bumps for Larkin Street, shades and window filters for Skylight Gallery, and possibly new handrails.
BROOKS HALL	Susan Hildreth, Acting City Librarian	Meeting set with DTIS and BOA for 8/11/00; will discuss scope of work to prepare complete program for Brooks; may accommodate cable TV studio library and other DTIS uses; anticipate plan completed by Spring, 2001. $10,000,000 in bond package for Brooks and support service center.
LTERNATE LOCATION ION-PUBLIC SERVICES	Vivian Pisano, Chief of Techincal Services; Rich Walsh, Operations and Maintenance Director	Brooks Hall discussion may effect this proposal; little progress in finding outside space in current real estate market;funds included in bond package. Will survey city-owned buildings with Dept. of Real Estate.
VAYFINDING/ SIGNAGE	Ned Hiimel, Chief of Main; Vivian Pisano, Chief of Technical Services	BOA working on RFP for sign system for Main; some signs have been changed in-house and a contract will be issued by HuberHuntNichols for replacing low stack end signs which have never worked; catalog committee has recommended new location codes for Main and these will be incorporated into DRA by October 15, 2000.
IORROWERS' ERVICES/ATRIUM	Ned Himmel, Chief of Main	Taskforce began meeting July 26; Ned and Dorothy Coakley, new Borrower Services/AV supervisor will be visiting Richmond, BC library to look at possibilities in August, 2000; report with recommendations will be completed by June 15, 2001.
OLLECTION ASSESSMENT	Roberto Esteves, Chief of Information & Resource Mgmt; Ned Himmel, Chief of Main	Contract issued with OCLC for collection assessment conspectus expected to begin in September, 2000; this will provide statistics on size and dates of holdings; staff will review data with current use statistics and current collection development plan and create new plan; periodicals holdings are being reviewed in-house-German library school intern starting August, 2000 will do analysis of holdings by subject, usage, and availability in nearby libraries.

POE ISSUES BEING WORKED ON BY PHILIP SOWERS FROM BOA

1. Loading dock
2. Repeater (in-library commuincations)
3. Seismic joint in buidling perimeter
4. Handicapped ramp at Grove St. entrance
5. Grove Street entrance stairs
6. Doorstops and door holders
7. Fire door at Grove Street
8. Handrails on several stairways
9. Book conveyor from return desk
10. Second floor bridge
11. OCYS staff work area
12. Public address system
13. AV concerns in Koret
14. Atrium noise
15. Cooling tower access
16. Public restrooms
17. Other leaks
18. Occupancy permit
19. Public storage lockers on 6
20. Wood-veneered table tops
21. Brooks Hall

RESOLUTION REGARDING POTENTIAL BRANCH LIBRARY LOCATION IN MISSION BAY:

WHEREAS, the San Francisco Public Library Commission is committed to meeting the needs of all San Francisco neighborhoods for library services; and

WHEREAS, on September 17, 1998, the San Francisco Redevelopment Agency ("Agency") Commission approved the Mission Bay North and South Redevelopment Plans and Owner Participation Agreements ("OPAs") with Catellus Development Corporation ("Catellus") effectively creating two new future neighborhoods, Mission Bay North and Mission Bay South, each with approximately 3,000 new units of housing in addition to several million square feet of office and commercial space; and

WHEREAS, the OPAs requires that Catellus create approximately 255 affordable units as part of its development plans and that Catellus provide the Agency with 16 acres of land to develop up to 1,445 affordable units and non-related residential space through nonprofit housing developers to be selected through an Request for Qualifications (RFQ) process and the scope of each RFQ is developed in consultation with the Mayor's Office of Housing and in compliance with the City's affordable housing policy: and

WHEREAS, on May 2, 2000, in order to insure that the Mission Bay neighborhoods would have adequate library services, the San Francisco Public Library Commission approved a branch library improvement program report and a bond report proposing a bond issue for branch library construction, renovation and improvements that included a new branch for the Mission Bay neighborhood; and

WHEREAS, a measure for general obligation bonds in the amount of $105,865,000 that includes funds for the construction of the Mission Bay Branch Library will be placed on the November 7, 2000, general election ballot; and

WHEREAS, the identification of a potential site for the new Mission Bay Branch Library is a critical component of the development of the new facility; and

WHEREAS, the Agency and Mayor's Office of Housing staff have met with Library staff and identified an excellent potential site for the new branch library in a proposed Agency sponsored affordable housing development which would also include space for social service agencies and other retail uses on the first floor at the corner of 4th and Berry (Block N3A, Parcel 1, Mission Bay North Redevelopment Project Area); and

WHEREAS, Agency staff is planning to request the Redevelopment Commission's authorization to issue an RFQ for developers who are interested in designing and implementing the program for Block N3A Parcel 1 ("Site") and it would be in the best interest of the Library to have its needs for a branch included in the design process for the Site;

THEREFORE, BE IT RESOLVED that the San Francisco Public Library Commission requests that the Redevelopment Agency include the potential Mission Bay Branch Library project in the RFQ as part of the nonresidential ground floor space for the Site; and

BE IT FURTHER RESOLVED that the Library Commission requests to the Agency that the City Librarian, or his or her designee, be represented in all important conceptual and design review meetings regarding the development of the Site if the Redevelopment Commission approves the inclusion of the Mission Bay Branch Library at the Site, and based on the fact that the Library currently anticipates utilizing general obligation bond funds for the Mission Bay Branch Library, if such bond funds are authorized by the voters.

July 21, 2000 *San Francisco Public Library*

TO: Library Commissioners

FR: George M. Nichols
Finance Director

RE: **FISCAL YEAR 2000-01 BUDGET**

On July 17, 2000 the Board of Supervisors approved the City's Fiscal Year (FY) 2000-01 budget. As part of that action, the Board also approved the Library's $48.820 million budget. During your August 1st meeting, I will present an overview of the Library's millenium budget and the attached report is provided to help you prepare for that presentation.

In general, the approved budget meets many of the critical needs that we had targeted and discussed with you earlier this year. The Library's approved budget is a net $2.754 million or 5.98 percent greater than the amount originally appropriated in FY 1999-2000. Although this budget is in essence the same budget we presented to you prior to submitting it to the Mayor in February, some revisions were made as it went through the Mayor's review and the Board of Supervisors' review processes. These changes include the following:

- The Controller added ***$586,000*** to cover higher than anticipated salary and fringe costs for Library employees covered by the recently approved contract with SEIU, Local 790. This contract is a three-year agreement that provides for a 14 percent increase in salaries by the end of the contract term.
- The Mayor's Office per advice from the Workers Compensation Commission added ***$205,000*** to cover Workers Compensation payments. The augmentation brings the budget in-line with prior year actual costs. This item has been under-budgeted in the base.
- The Mayor's Office added ***$110,000*** for branch electrical upgrade projects based on the cost of projects budgeted in the prior year.
- Supervisor Yee added ***$20,000*** to buy computers for the Ortega and Parkside Branch Libraries.
- The Finance Committee upon recommendation by the Budget Analyst cut ***$472,000*** from the budget. Reductions were made to temporary help allocations in the Main ($40,000), the Branch ($128,000), and Administration Divisions ($39,000). In addition proposed new positions in Public Affairs (0.75 FTE and $36,000) and Operations Divisions (1.50 FTE and $72,000) were cut as were operating funds in the Main ($28,000), in Operations ($55,000) and Administration ($74,000) Divisions.

I hope you find the report helpful and I look forward to discussing it with you in more detail on August 1st. In the interim, please call me at (415) 557-4248 if you have any questions.

San Francisco Public Library

FISCAL YEAR 2000-01 BUDGET

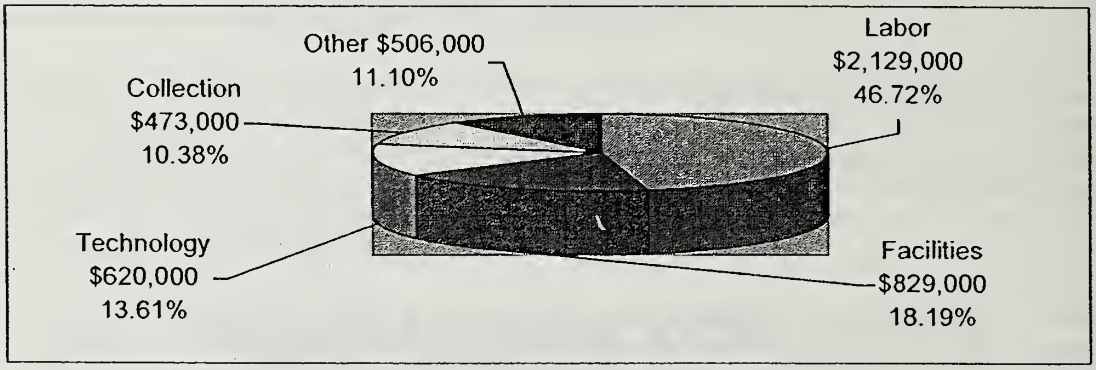
July 21, 2000

EXPENDITURES OR USES

The Library's budget is a net $2.754 million greater than the amount originally appropriated in FY 1999-00. However, it actually contains $4.557 million in new spending that is offset by $1.701 million in reductions for one-time purchases budgeted in the prior year and $102,000 in baseline cuts made by the Finance Committee. One-time reductions include $1.2 million for lease-purchase payments on mainframe equipment purchased when the new Main Library opened (this lease-purchase program is now complete); $441,000 for various equipment items purchased by the Library in the prior fiscal year; and, $60,000 for one-time services provided by DTIS. Baseline reductions include $60,000 budgeted for Events Management Fee, $28,000 from materials and supplies in the Main, and $14,000 in training funds.

Budget increases fall into the following categories – Labor, Collections (Books & Materials), Facilities, Technology, and Other. Table A summarizes these adjustments.

Table A
New Spending by Use



Labor – $2.129 million or 46.7 percent of new funding in FY 2000-01 has been budgeted to cover the increased cost of labor (salaries and fringe). These increases include:

- $312,000 to annualize positions only partially funded in the prior year. This adjustment provides full-year funding for new positions budgeted in the prior year. By policy, new positions must remain vacant until October 1st of the fiscal year.

- $335,000 to cover substitutions or reclassifications and scheduled salary step adjustments.

- $1.670 million to cover salary and fringe increases called for in labor contracts. This includes scheduled increases called for in existing contracts as well as the new contract negotiated by SEIU, Local 790. The SEIU contract provides salary increases of 4.25 percent in FY 2000-01; 3.5 percent in FY 2001-02; and an additional 3.5 percent in FY 2002-03. The first two years of the SEIU contract provide for salary increases effective on July 1st and January 1st of each fiscal year and the percentage increases referenced above reflect a blended rate. Overall, by the end of the three-year contract, SEIU member salaries will have increased by 14 percent.

- $441,000 for 7.17 new FTE[1] in the Main, Branch, Children's Services, Operations, and Technical Services.

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[1] See Attachment I for list of new positions.

- $248,000 for 4.54 FTE in Project Read and Exhibitions programs funded by grant and/or gift funds. In prior years, positions funded by non-City sources were not put in the budget.

These cost increases are offset by a reduction in temporary help of ($207,000), a reduction in Department of Children and Youth Services (DOCYF) funded positions ($16,000), and an increase in budgeted salary savings ($523,000). The salary savings adjustment will bring the library's budgeted attrition rate in-line with actual savings achieved in recent years and provided the funds needed to support the 7.17 new FTE included in this budget. In addition, $131,000 budgeted for Tool Lending Library positions was reallocated from the labor budget to the operating budget to support a contract/grant the Library will award to a community-based non-profit group to implement a tool-lending program.

The Library's labor budget (salaries, fringe, temporary help, and overtime) totals $37.344 million. This represents an increase of 6.1 percent over the prior year budget. Although labor costs have increased 6.1 percent over the prior fiscal year, they have increased by 14.3 percent since FY 1998-99 and 26.6 percent since FY 1997-98. In contrast, FTE have grown only 3.4 percent over that same period. This clearly indicates that the escalating cost of labor is attributable to salary adjustments rather to a growth in the number of budgeted positions. In FY 2000-01 the cost of labor will constitute 76.5 percent of total planned expenditures.

Facilities – $829,000 or **18.2** percent of the new funds have been budgeted for various facilities projects. This includes $500,000 for electrical upgrade projects at various Branch Libraries[2], $135,000 for maintenance and repair of mechanical systems at the Main Library whose warranties have expired, and $105,000 to cover rent increases at leased branch library facilities. In addition, $49,000 to complete furniture, fixtures, and equipment purchases for the soon to be relocated Ingleside Branch Library and $40,000 to plan and facilitate office relocations in the Main Library have also been budgeted. The budget also continues funding for branch roof repair and replacement projects ($250,000) and facilities maintenance and repair ($240,000). The $490,000 for roof repair and facilities maintenance projects is in addition to the $829,000 in new spending.

Technology – $620,000 or **13.6** percent of new funding has been budgeted to support four initiatives. These initiatives include $192,000 to begin upgrading the Main Library's wide-area network (WAN) which is necessary to accommodate DRA's planned migration from a text-based system to a completely graphical platform; $143,000 to continue connecting branch libraries to the WAN; and $265,000 to begin replacing older PCs and dumb terminals throughout the system with newer and more efficient graphical PCs. In addition, Supervisor Yee added $20,000 to the budget to buy computers for the Ortega and Parkside Branch Libraries. These initiatives will improve public service, narrow the digital divide, and meet the public's demand for access to the Internet and digital resources.

Collection – The budget contains an increase of $353,000 for books and materials acquisition. This represents an 8.5 percent increase in spending over the prior year and provides for an acquisition budget of $4.496 million or 9.2 percent of total funds budgeted in FY 2000-01. In addition another $60,000 has been budgeted to purchase book security systems for the branch system and $60,000 has been budgeted to continue retrospective cataloging efforts. These items constitute **10.4** percent of the new monies budgeted in FY 2000-01. Overall the book budget constitutes 9.2 percent of total spending.

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[2] Projects include Golden Gate, Potrero, Visitacion Valley, Bayview, Eureka Valley, and Bernal Heights. Projects will be completed based on project costs and availability of funds. $250,000 although appropriated is held in reserve pending outcome of the November Branch Library Bond Measure.

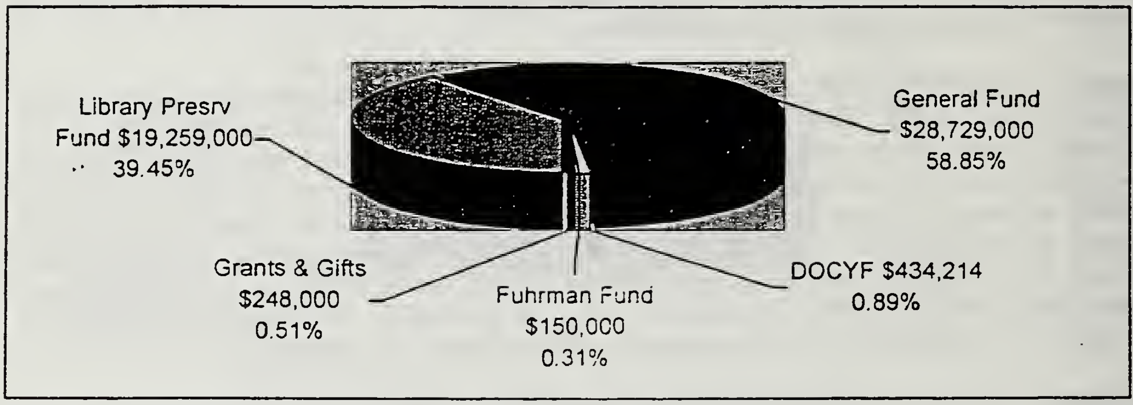
Other Budget Adjustments – Finally, the budget contains a net increase of $506,000 for various items. This includes $50,000 to purchase ergonomic furniture, fixtures, and equipment for system-wide distribution; $278,000 to cover cost increases passed through by other city departments who service the Library;[3] $7,000 for hearing officers to adjudicate employee/employer disputes; $5,000 to cover miscellaneous expenses of the Library Commission; $35,000 to support children's programs funded by DOCYF; and $131,000 shifted from the labor budget to the operating budget to fund a grant the Library will issue to a nonprofit group to implement and manage a tool lending program.

The budget changes described above are summarized on Attachment II.

REVENUE SOURCES

As described in Table B below, Library programs and activities are funded by appropriations from multiple sources. These sources include the Library Preservation Fund, the General Fund, the Department of Children and Youth Services Fund, the Fuhrman Trust Fund, and grants and gifts[4].

Table B
Budget by Source



In regard to the *Library Preservation Fund*, the budget reflects revenue growth of $1.715 million or 10.2 percent over the prior year. The budget also reflects an allocation from unappropriated reserves in the LPF of $800,000. The reserve allocation is greater than the amount we had initially planned[5] however it is $146,000 less than the amount appropriated in the prior year. Appropriations from the Library Preservation Fund total $19.259 million and constitute 39.4 percent of total funding.

In regard to the *General Fund* contribution mandated by Proposition E, the budget reflects an increase of $920,000 or 3.3 percent over the amount budgeted in the prior year. The General Fund appropriation for the Library totals $28.729 million or 58.9 percent of total funding. The $28.729 million is $271,000 less than the $29 million the Controller projected at the time the Library's budget was submitted to the Mayor. Of significance, the Library's FY 2000-01 budget will not require a General Fund appropriation beyond the amount required by Proposition E. In contrast the Library received General Fund subsidies of approximately $1.1 million and $2.2 million in FYs 1999-00 and

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[3] Most of this increase is in the work order for Workers Compensation, which increased from $156,000 to $361,000.

[4] Grants include California State Library Literacy Grant and Foundation gift funds that support positions in the Project Read and Exhibitions programs.

[5] Initial revenue and expenditure projections required an appropriation from the reserve of less than $200,000. Less than anticipated revenue from the General Fund and higher than anticipated costs – mainly salary increases – required a greater than planned allocation from the reserve.

1998-99, respectively. Combined, Library Preservation Funds and General Funds comprise 98.2 percent of total funding.

The budget also contains an allocation from Department of Children and Youth Services Fund (DOCYF)[6] of $434,000 to support a total program of $450,000. This is approximately $16,000 more than the amount budgeted in the prior year; however, the increase will be funded by the Library Preservation Fund. The budget also contains $248,000 in grant and gift funds to support positions in Project Read and in the Exhibits Program; and, $150,000 from the Fuhrman Trust Fund to purchase books and materials on economics and political science.

ATTACHMENTS

In addition to Attachments I and II, there are eight charts in this package that provide further detail on the Library's FY 2000-01 budget. These charts include:

- Chart 1: Budget by Program and Category of Expense.
- Chart 2: Budget by Source of Funds
- Chart 3: Budget by Categories of Expense
- Chart 4: Budget by Program
- Chart 5: FTE by Program
- Chart 6: Labor Cost Trends
- Chart 7: FTE Growth Trends
- Chart 8: Books and Materials Budget

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[6] Programs funded by DOCYF include the Kidsmobile, Outreach to the Tenderloin, Outreach to Middle Schools, and Youth at Risk.

7/21/00

ATTACHMENT I

FY 2000-01
NEW POSITIONS

Classification Number and Title	Start Date (m/d/y)	# of Positions	EST. ANNUAL SALARY		Total Salary
			FTE	Actual	
1012 Technician - Journey (Automation)	10/1/00	2.00	1.50	$42,961	$64,442
3602 Library Page (Ingleside Branch)	7/1/00	0.25	0.19	$30,929	$5,799
3630 Librarian I (Main GLC Archivist)	10/1/00	0.50	0.50	$51,678	$25,839
3630 Librarian I (Main Project Read)	10/1/00	0.20	0.20	$51,678	$10,336
1840 Jr. Mgt. Assistant (Main)	*7/1/00*	*0.70*	*0.70*	*$47,789*	*$33,452*
3630 Librarian I (Main)	*7/1/00*	*0.47*	*0.47*	*$56,976*	*$26,779*
3630 Librarian I (Teen Srvcs Unit - OCYS)	10/1/00	1.00	0.75	$51,678	$38,759
3630 Librarian I (OCYS)	*7/1/00*	*0.12*	*0.12*	*$56,976*	*$6,837*
7514 General Laborer (Operations)	10/1/00	1.00	0.75	$36,383	$27,287
3602 Library Page (Operations)	*7/1/00*	*0.88*	*0.88*	*$30,929*	*$27,063*
7334 Stationary Engineer (Operations)	*7/1/00*	*0.37*	*0.37*	*$53,453*	*$19,778*
3634 Librarian III (Techn Srvcs)	10/1/00	1.00	0.75	$63,110	$47,333
Total Salaries		**8.49**	**7.17**		**$333,704**
Estimated Staff Benefits					**$107,191**
Total Personal Services					**$440,895**

NOTE: Italics denote positions that were filled but not funded in the base. 2.54 of the 7.17 FTE fall into this category.

7/21/00

2000-01Budget Reconciliation
(Amounts in thousands)

ATTACHMENT II

SOURCE OF FUNDS ------->	Prop. E (LPF/GF)	Fuhrman Fund	DOCYF	GRANTS	TOTAL
FY 1999-00 Budget	$ 45,484	$ 150	$ 432	$ -	$ 46,066
Annualize Prior Year Costs	$ 312				$ 312
Substitutions, Salary Step Adjustments	$ 335				$ 335
Salary/Fringe Increases	$ 1,670		$ 1		$ 1,671
Proposed New Positions	$ 441			$ 248	$ 689
Base Adjustments	$ -		$ (17)		$ (17)
Tool Lending Library Adjustment	$ (131)				$ (131)
Temp Help Reductions	$ (207)				$ (207)
Salary Savings Adjustment	$ (523)				$ (523)
Subtotal, Personal Services	$ 1,897	$ -	$ (17)	$ 248	$ 2,129
Book Budget Increase	$ 353				$ 353
AIM (Cataloging Srvcs)	$ 60				$ 60
Book Security Gate	$ 60				$ 60
Subtotal, Collections	$ 473	$ -	$ -	$ -	$ 473
Facility Repair/Maint.	$ 135				$ 135
Branch Library Lease Adj. (Ingleside, Portola, Glen Park, Visitacion Valley)	$ 105				$ 105
Ingleside FF&E	$ 49				$ 49
Main Relocations	$ 40				$ 40
Branch Electrical Projects	$ 500				$ 500
Subtotal, Infrastructure	$ 829	$ -	$ -	$ -	$ 829
Technology Enhancements	$ 620				$ 620
Subtotal, Technology	$ 620	$ -	$ -	$ -	$ 620
Work Order Increases	$ 278				$ 278
Ergonomic FF&E	$ 50				$ 50
Hearing Officer Fees	$ 7				$ 7
Commission OE	$ 5				$ 5
Tool Lending Library Adjustment	$ 131				$ 131
DOCYF Adjustments	$ 16		$ 19		$ 35
Subtotal, Other	$ 487	$ -	$ 19	$ -	$ 506
TOTAL ADJUSTMENTS	$ 4,306	$ -	$ 2	$ 248	$ 4,557
Less One-time Cost Adjustments	$ (1,701)				$ (1,701)
Less Baseline Reductions (Board of Supv)	$ (102)				$ (102)
NET ADJUSTMENTS	$ 2,503	$ -	$ 2	$ 248	$ 2,754
TOTAL BUDGET	$ 47,988	$ 150	$ 434	$ 248	$ 48,820
Change from FY 1999-00	$ 2,504	$ -	$ 2	$ 248	$ 2,755
Percentage Change	5.51%	0.00%	0.57%	N/A	5.98%

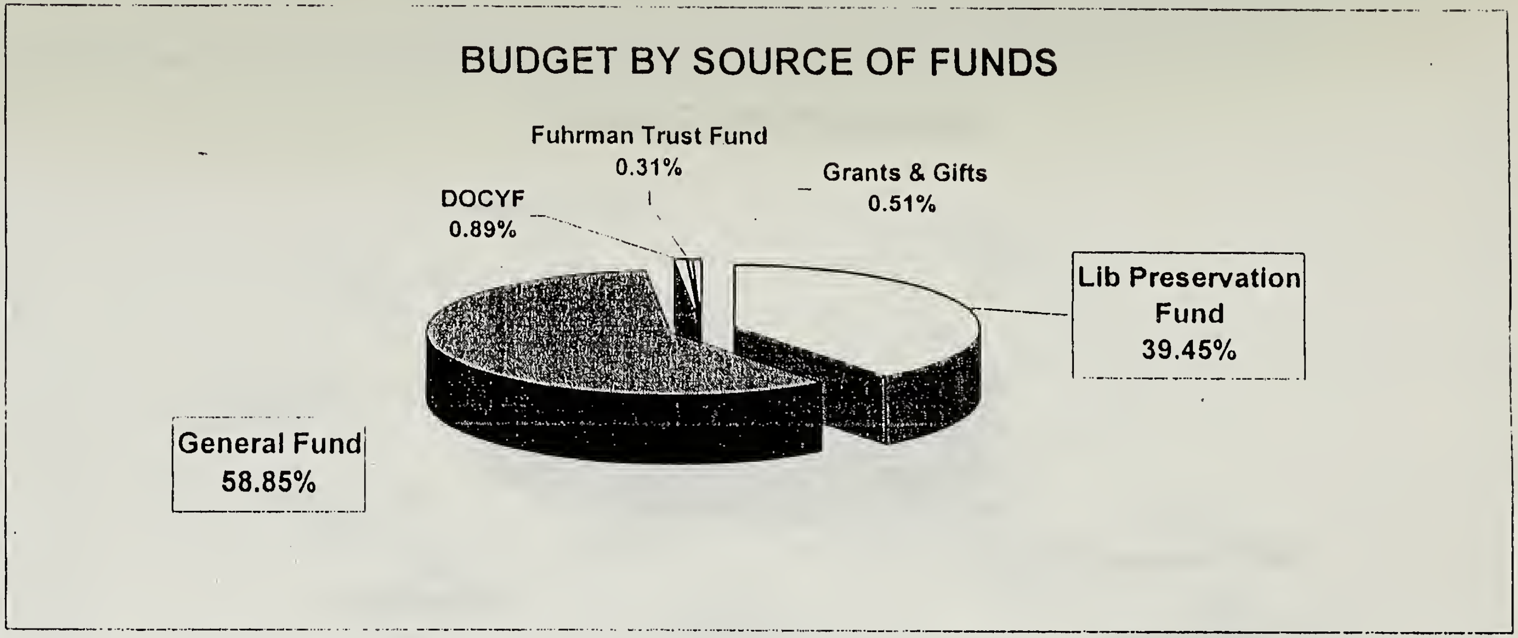
7/21/0

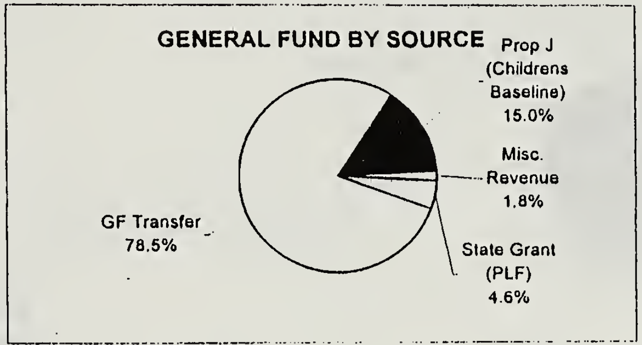
CHART 1

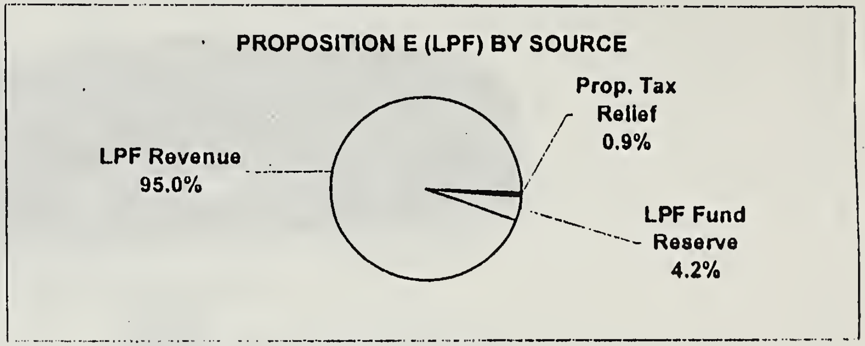
SAN FRANC PUBLIC LIBRARY
FY 2000-01 BUDGET

	Main	Branch	Techn Srvc	IRM	Public Affairs	Automation	Operations	Admin	MOCYF	Prop J	Fuhrman Fund	Unallocated Expense	Total
Salaries	$9,312,671	$8,361,674	$2,365,959	$533,887	$609,799	$651,443	$3,091,110	$1,440,871	$314,861	$3,222,219	$0	$0	$29,904,494
Fringe Benefits	$2,085,269	$2,190,140	$620,031	$134,356	$158,550	$166,968	$849,207	$328,667	$80,571	$816,206	$0	$0	$7,429,965
Non-Personal Services	$49,850	$614,076	$311,500	$155,640	$49,000	$269,082	$611,911	$267,313	$0	$72,977	$0	$0	$2,401,349
Materials & Supplies	$93,309	$168,496	$94,635	$6,500	$24,500	$214,144	$406,628	$20,500	$49,531	$2,961	$0	$0	$1,081,204
Books & Materials	$0	$0	$0	$4,140,813	$0	$0	$0	$0	$0	$205,213	$150,000	$0	$4,496,026
Equipment	$0	$60,000	$0	$0	$0	$610,030	$50,000	$0	$0	$0	$0	$0	$720,030
Capital Projects	$0	$0	$0	$0	$0	$0	$0	$990,000	$0	$0	$0	$0	$990,000
Services Other Departments	$0	$0	$0	$0	$52,300	$331,424	$919,031	$487,043	$5,500	$1,400	$0	$0	$1,796,698
Unallocated Expense	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Interdepartmental Recovery	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Total, Expenditures	$11,541,099	$11,394,386	$3,392,125	$4,971,196	$894,149	$2,243,091	$5,927,887	$3,534,394	$450,463	$4,320,978	$150,000	$0	$48,819,768

Lib Preservation Fund	$19,259,055
General Fund	$28,728,527
DOCYF	$434,214
Fuhrman Trust Fund	$150,000
Grants & Gifts	$247,970
TOTAL	$48,819,766
General Fund	
GF Transfer	$22,552,581
Prop J (Childrens Baselin	$4,320,976
Misc. Revenue	$523,164
State Grant (PLF)	$1,331,806
Total	$28,728,527
Library Preservation Fund	
LPF Revenue	$18,273,244
Prop. Tax Relief	$164,735
LPF Fund Reserve	$800,000
Total	$19,237,979
GF Required per Prop E	$28,734,982
GF Appropriated	$28,728,527
GF Subsidy	-$6,455







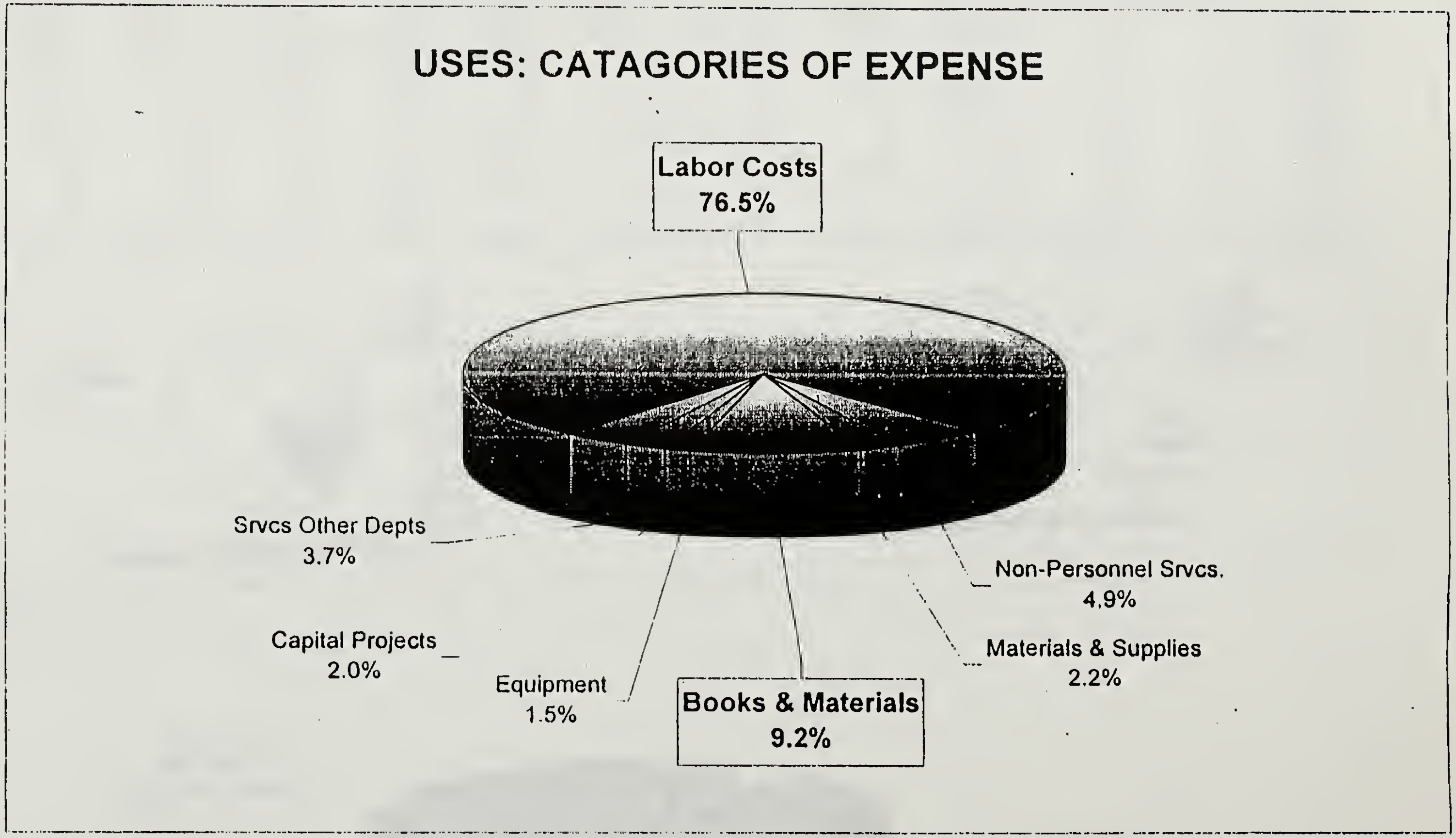
7/21/00

SAN FRANC, O PUBLIC LIBRARY
FY 2000-01 BUDGET

CHART 3

Salaries	$29,904,494
Fringe Benefits	$7,429,965
TOTAL	$37,334,459

Labor Costs	$37,334,459
Non-Personnel Srvcs.	$2,401,349
Materials & Supplies	$1,081,204
Books & Materials	$4,496,026
Equipment	$720,030
Capital Projects	$990,000
Srvcs Other Depts	$1,796,698
TOTAL	$48,819,766



USES: CATAGORIES OF EXPENSE

Main Library	$11,541,099
Branch Libraries	$11,394,386
Techn Srvcs	$3,392,125
Info. Rsrc. Mgt.	$5,121,196
Public Affairs	$894,149
Automation Srvcs	$2,243,091
Operations	$5,927,887
Administration	$3,534,394
Children's Programs	$4,771,439
Total	$48,819,766

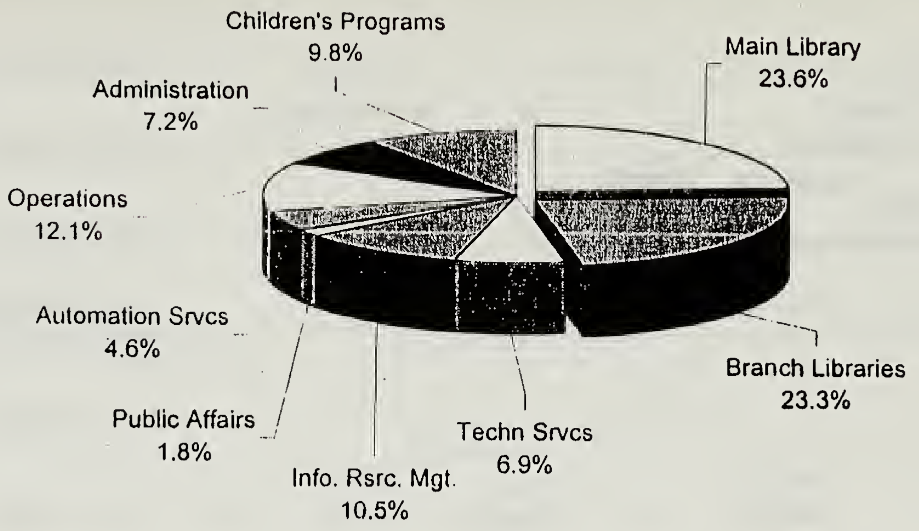
Public Services	$27,706,924
Public Service Support	$17,578,448
Administration	$3,534,394
Total	$48,819,766

Public Services
- Main
- Branch
- Proposition J
- MOCYF

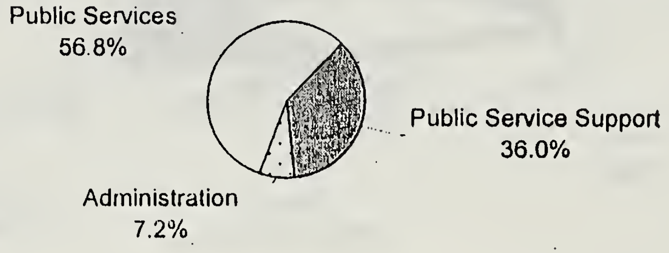
Public Service Support
- Technical Services
- Automation Services
- Operations
- Info. Resource Mgt.
- Public Affairs

Administration
- City Librarian's Office
- Finance Office
- Human Resources Office

BUDGET BY PROGRAM



PERCENT OF BUDGET



SAN FRANC, O PUBLIC LIBRARY
FY 2000-01 BUDGET

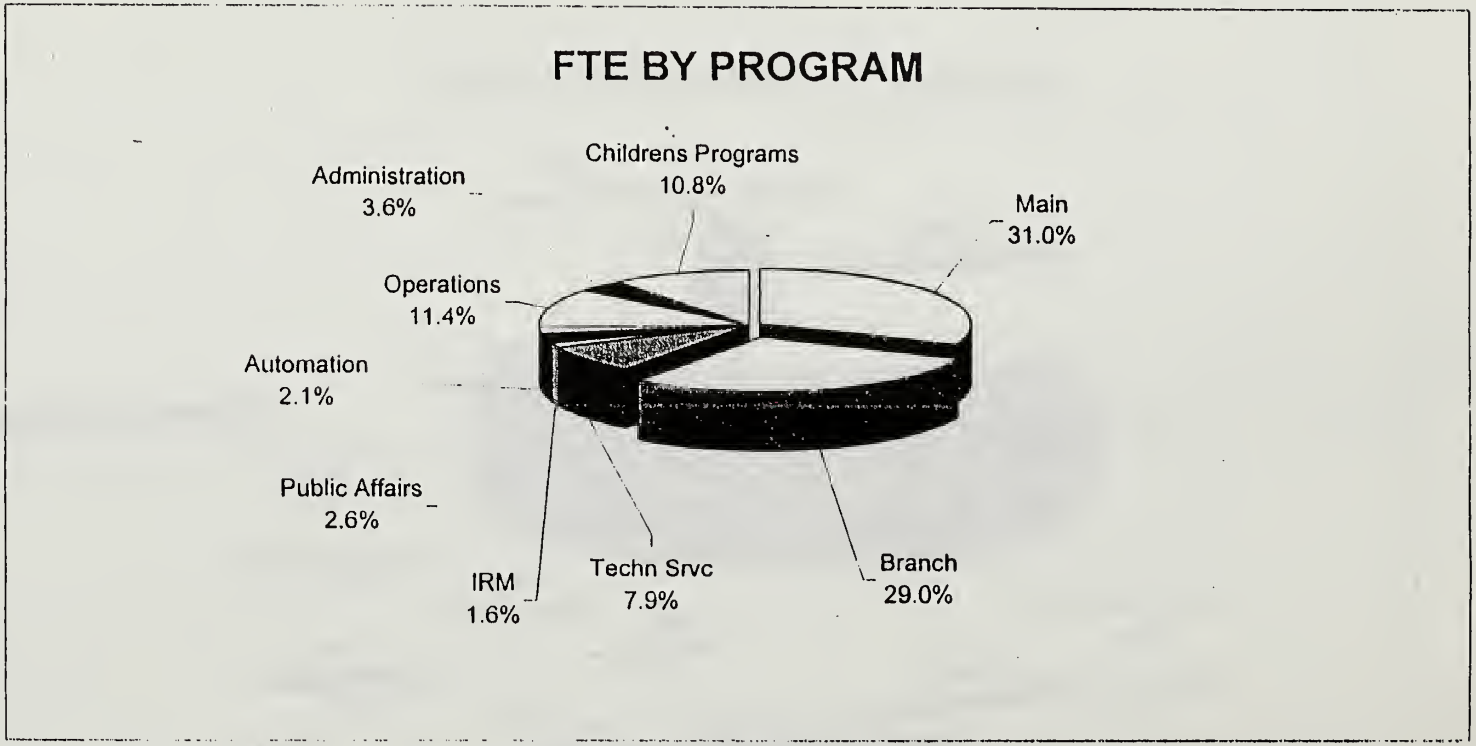
Main	185.84
Branch	173.84
Techn Srvc	47.35
IRM	9.56
Public Affairs	15.33
Automation	12.31
Operations	68.31
Administration	21.81
Childrens Programs	64.69
Total	599.04

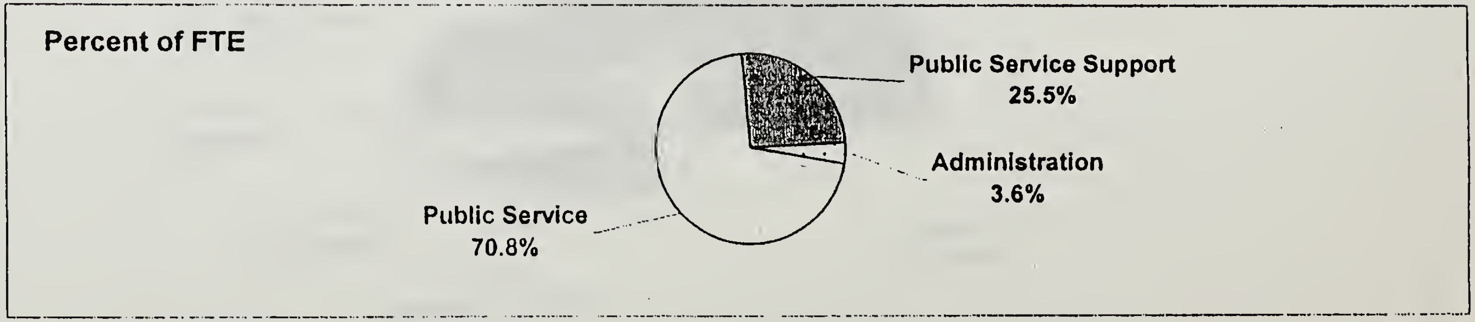
Public Service	424.37
Public Service Support	152.86
Administration	21.81
Total	599.04

Public Services
- Main
- Branch
- Proposition J
- MOCYF

Public Service Support
- Technical Services
- Automation Services
- Operations
- Information Rsrce Mgt.
- Public Affairs

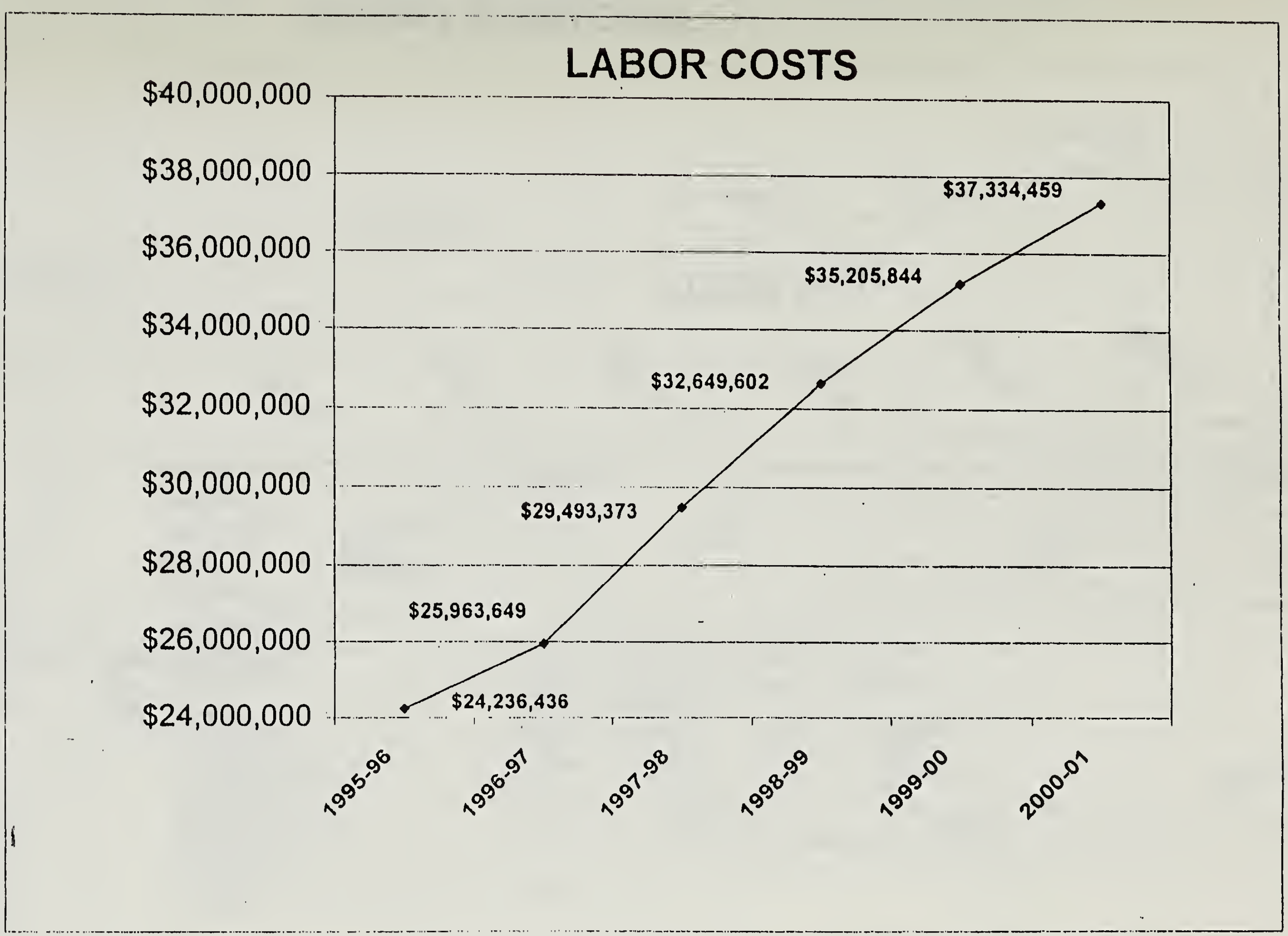
Administration
- City Librarian's Office
- Finance Office
- Human Resources Office





1995-96	$24,236,436
1996-97	$25,963,649
1997-98	$29,493,373
1998-99	$32,649,602
1999-00	$35,205,844
2000-01	$37,334,459

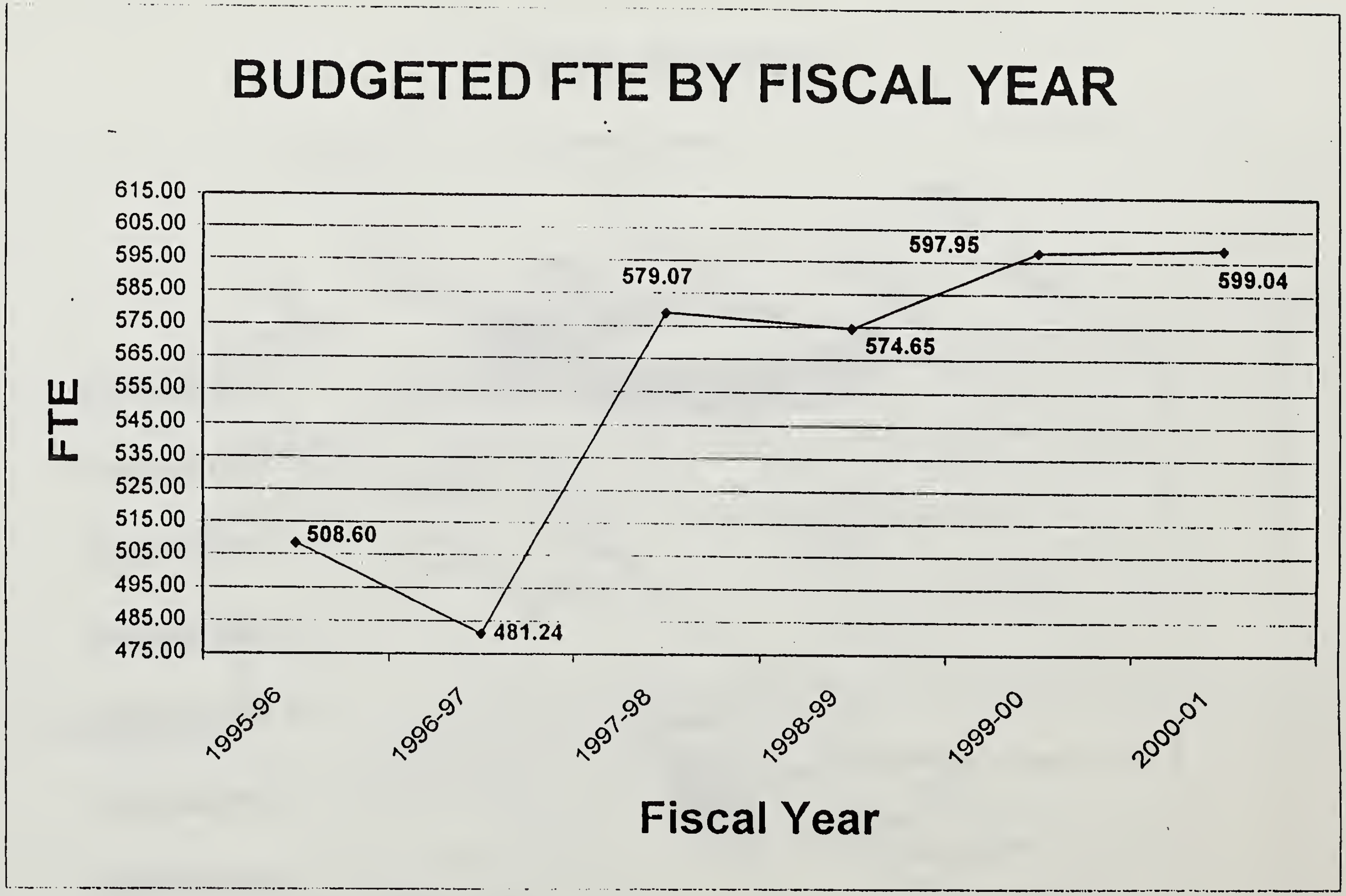
% Change from FY 1995-96	
1995-96	---
1996-97	7.13%
1997-98	21.69%
1998-99	34.71%
1999-00	45.26%
2000-01	54.04%



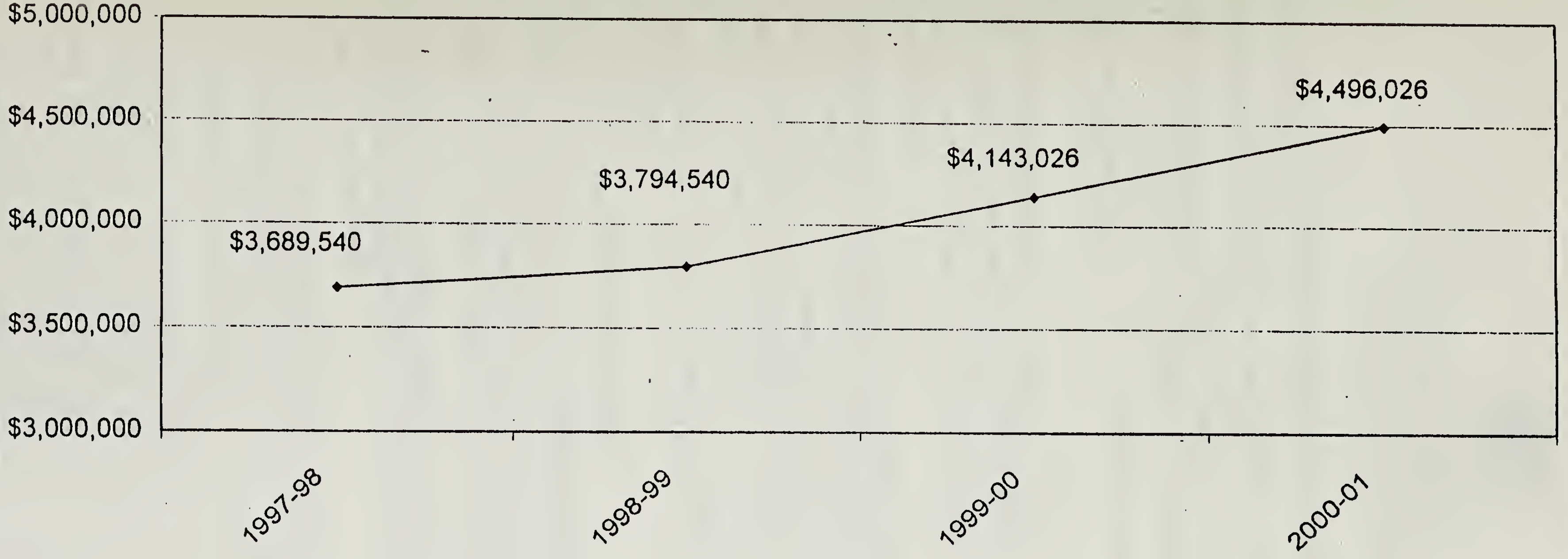
1995-96	508.60
1996-97	481.24
1997-98	579.07
1998-99	574.65
1999-00	597.95
2000-01	599.04

% Change from FY 1995-96

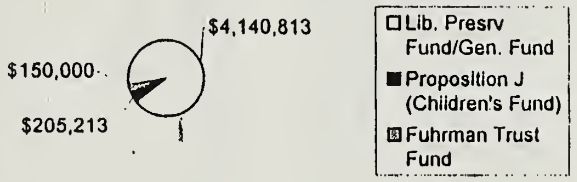
1995-96	—
1996-97	-5.38%
1997-98	13.86%
1998-99	12.99%
1999-00	17.57%
2000-01	17.78%



BOOKS & MATERIALS



FY 2000-01 Book Budget by Source



Fiscal Year	Budgeted Amount	Annual Change	Cumulative Change
1997-98	$3,689,540		
1998-99	$3,794,540	2.85%	2.85%
1999-00	$4,143,026	9.18%	12.29%
2000-01	$4,496,026	8.52%	21.86%

Totals reflect amounts originally appropriated each fiscal year.

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DRAFT

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102
Phone 415.557.4233, Fax 415.557.4240

DOCUMENTS DEPT.
SEP 26 2000
SAN FRANCISCO
PUBLIC LIBRARY

ie L. Brown, Jr.
or

rles A. Higueras, A.I.A.
ident

ol Steiman
President

en Marte Bautista
nie K. Chin
en A. Coulter
A. Streets
an W. Swig
missioners

n Hildreth
ng City Librarian

hael Housh
mission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Draft Minutes of the regular meeting of Tuesday, September 5, 2000

The San Francisco Public Library Commission held a regular meeting on Tuesday, September 5, 2000 in the Koret Auditorium, Main Library.

The meeting was called to order at 5:37PM by Acting President Charles A. Higueras, A.I.A.

The following members were noted present: Acting President Higueras and Commissioners Bautista, Steiman, Streets, and Swig

The Secretary noted that Commissioner Chin and Coulter 's arrival was expected momentarily.

Agenda Item #1 - ELECTION OF COMMISSION OFFICERS

The Commission Secretary reported Commissioner's Higueras and Steiman as candidates nominated at the August meeting for President and Vice President and described various options available for commissioners to nominate other candidates or close nominations and move to election of new officers for the remainder of 2000.

MOTION: by Commissioner Bautista, seconded by Commissioner Swig to close nominations.

ACTION: Approved without objection

Public comment on Agenda item #1 ELECTION OF COMMISSION OFFICERS

An anonymous member of the public observed that serving as a Commission officer was a difficult but necessary task and wished Commissioners Higueras and Steiman good luck.

Commission Discussion on Agenda Item #1 ELECTION OF COMMISSION OFFICERS

Acting President Higueras requested a motion for the election of Commission officers for the remainder of 2000.

MOTION : by Commissioner Streets, seconded by Commissioner Swig to elect Commissioner Higueras as President and Commissioner Steiman as Vice President

ACTION: 5-0 AYE (Bautista, Higueras, Steiman, Streets, and Swig)

Commissioner Coulter joined the meeting at 5:40PM

The number of members of the public who spoke anonymously at this meeting: 1

Please note: These are draft Minutes subject to revision by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

Agenda item #2 MINUTES OF THE AUGUST 1, 2000 REGULAR MEETING

Public comment on MINUTES OF THE AUGUST 1, 2000 REGULAR MEETING:

An anonymous member of the public noted improvement in the draft Minutes by identifying items reported by their agenda item number irrespective of when the topic was addressed during the course of a meeting and called attention to gaps in the audio recording of the meeting. The anonymous member of the public also expressed concern that his public comment summary statements were not posted with the Minutes on the Library Website. Mr. Peter Warfield noted some improvement in the minutes but found that they lacked specificity, pointing out his remarks in item #1 (Approval of the Minutes) concerning comments (on the Library Events Management Report) he attributed to Commissioner Streets. Mr. Warfield also commented that his remarks related to the nomination of Commission officers reported on page 5 had not reflected his comments.

MOTION : by Commissioner Coulter, seconded by Commissioner Bautista for approval of the Minutes.

ACTION: Aye 6-0 (Bautista, Coulter, Higueras, Steiman, Streets, and Swig)

Commissioner Chin joined the meeting at 5:56PM

Agenda Item #3 - ACTING CITY LIBRARIAN'S REPORT

Acting City Librarian Susan Hildreth reported to the Commission concerning the Friends and Foundation (Memorandum of Understanding) MOU. She informed the Commissioners that she had met with the Friends and Foundation to discuss possible MOU revisions to address concerns with aspects of MOU raised by Supervisor Yee during a Board of Supervisors Finance and Labor Committee hearing. Ms. Hildreth proposed to bring a revised draft of the MOU to the Commission for its review later this Fall. The Acting City Librarian next discussed recent branch library re-roofing and improvements work at the Anza Branch, the Bernal Heights Branch, and Potrero Branch. The Acting City Librarian also informed the Commissioners concerning on-going Strategic Planning activities including an upcoming September 1, 2000 meeting on developing a draft plan as the Commissioners had requested. She recommended that the Commission hold a special meeting to more fully discuss strategic planning issues later in the year. Ms. Hildreth then told the Commissioner about two Library Services and Technology Act grants that the Library had received to fund and make available to patron San Francisco Voter Handbooks and another grant of $135,000. for the School Services Corps to fund training for students, middle school teachers, and school librarians to learn how to make best use of library resources in the educational process

Public comment on Agenda Item #3 ACTING CITY LIBRARIAN'S REPORT:

An anonymous member of the public noted that the anonymous member of the public had decided not to object to this entire agenda item despite the fact that in the anonymous member of the public's view there was no Acting City Librarian as the six months of Ms. Hildreth's appointed term as Acting City Librarian had expired. The anonymous member of the public also suggested that the Commission take an active role in discussions concerning

The number of members of the public who spoke anonymously at this meeting: 1 the Friends and Foundation MOU given questions raised during the Board of Supervisor's Finance Committee hearing on that matter. Mr. Peter Warfield spoke about issues such as accountability, patron privacy, and use of office space raised concerning the Friends and Foundation MOU at the Board of Supervisor's Finance Committee

Commission Discussion on Agenda item #3 ACTING CITY LIBRARIAN'S REPORT:

In response to a question by Commissioner Streets, Ms. Hildreth confirmed that the Library continues to operate under the terms of the old MOU, excepting the terminated events management program, until approval of the new MOU was completed. At the request of the Acting City Librarian, Ms. Toni Bernardi, Library Chief of Children and Youth services informed Commissioner Bautista how the School Services Corps grant program would be operated to target selected schools assist middle school students, teachers and librarians. She noted that special programs would be conducted in branch libraries to teach parents how to use library resources for homework help.

Agenda Item #4- RESOLUTION-TOOL LENDING CENTER

Ms. Hildreth announced selection of the San Francisco League of Urban Gardeners (SLUG) to operate the Tool Lending Center grant program and outlined the nature of the proposed agreement between the Library and SLUG to operate the center. The Acting City Librarian noted that the Tool Lending Center project, a concept pioneered by former City Librarian Regina Minudri in Berkeley, was included in the Library's Budget at the initiative of Supervisor Barbara Kaufman.

Ms. Hildreth discussed in detail how the decision was made to implement the project through use of a grant to a non-profit which would operate the tool center and described the process used seek out applicants and select SLUG to run the tool center. Ms. Hildreth noted that $350,000 had been included in the Library Budget for the center for this year. The Acting City Librarian discussed details of the proposed three year agreement, to be annually reviewed, with SLUG to oversee the tool center and specifically noted that should funding not be available the agreement could be terminated. Ms. Hildreth suggested that the center could be open within 90 days of the approval of the grant, noted 11 Silliman Street near the Portola Branch Library as its likely location, and that a regular schedule of Wednesday through Sunday hours and staffing had been proposed by SLUG. Ms. Hildreth pointed out that under the proposed agreement all liability for the tool center would be assumed by SLUG. Aspects of the tool center such as the $80,000 1,200 tool initial inventory, the development of public relations, inventory controls, a website, and services policies and procedures support to be provided by the Library, and other minor details of the proposed grant agreement were also described by the Acting City Librarian.

Ms. Hildreth then introduced Ms. Corey Collandra, Ms. Amanda Thomas, the proposed center manager, and Mr. Gil Berry, tool specialist, the SLUG staff which would be dealing with the tool lending center. Ms. Collandra described various on-going projects which SLUG had undertaken and expressed SLUG's strong commitment to make the project a success.

Public comment on Agenda item #4 RESOLUTION- TOOL LENDING CENTER
An anonymous member of the public noted that Silliman Street was the correct street name, noted that major objection to the program had been addressed by the proposed compromise agreement, recommended annual Commission review of the project, and questioned the adequacy of the proposed tool inventory. Mr. Ed Regan expressed approval of the concept, spoke in opposition urging that the tool lending center project be put on hold calling attention to other pressing library priorities. Mr. Peter Warfield inquired concerning public transit accessibility of the proposed tool center, echoed previously raised concerns with the cost of maintaining the tool inventory, and called attention to other priorities for the library budget.

Commission discussion on Agenda item #3 RESOLUTION - TOOL LENDING CENTER
Responding to questions by President Higueras, Library Finance Director George Nichols and the Acting City Librarian clarified that while the original funding for the tool center had been specifically included in the Library's Budget as a separate amount over and above the Prop. E (Library Preservation Fund) funding levels by the Board of Supervisors, but increases during this year in the amounts of funding derived from Prop. E sources had brought the overall Library Budget just from these funds, with only a roughly $100,000 additional General Fund contribution, to a point just above the mandated Prop. E baseline requirement. The Acting City Librarian pointed out that this meant that in theory a significant portion of these funds could have been spent for other library priorities.

Commissioners Streets questioned if the Library should initiate this project, given that there was no assurance that the Supervisors would continue to fund it from non-library General Fund allocations. Commissioner Steiman expressed the view that it would have been her preference not to undertake this project unless it was clear that all funding for it was a separate amount over and above any Prop. E funds due the Library. Commissioner Swig and Steiman expressed serious questions concerning the propriety of the Library undertaking the tool center given the many other projects the Commission preferred to expend Prop. E resources to do. The Acting City Librarian recommended approval of draft Resolution and proposed that during the Commission's budget planning preparation next month that specific action be taken to require that any finding for the tool center be funded over and above any library programs up to the full Prop. E mandated level. Mr. Nichols informed the Commissioners that if the Commission decided not to go forward with the project the funding allocated would revert to the city's General Fund.

Commissioners Streets, Steiman, and Bautista emphasized very strongly that they had serious reservations about undertaking the tool center under these circumstances. In answer to questions by Commissioner Coulter, the SLUG representatives confirmed that the proposed location was transit accessible and promised to look into whether the tools would be allowed to be carried by patrons on MUNI. Deputy City Attorney Adine Varah responding to Commissioner Coulter's questions concerning any potential secondary legal liability exposure by the Library informed the Commissioners that the City Attorney's staff experts including the City's Risk Manager. were satisfied that the terms of the proposed agreement provided a satisfactory level of liability.

The number of members of the public who spoke anonymously at this meeting. 1

Commissioner Coulter requested that this information be specifically included in the reported Minutes as the Commission had repeatedly raised its concerns with the potential legal liability risks involved in this project.

Responding to a query by Commissioner Swig, Ms. Collandra described the patron training and education aspects proposed for the tool center. In answer to a question by Commissioner Chin, additional details of how the budget would be spent to carry out the project. The Acting City Librarian informed Commissioner Swig that Library Chief of Branches, Donna Corbeil and her staff would oversee the tool center project. The Acting City Librarian also informed the Commissioners concerning disposition of the tool inventory should the program be ended.

MOTION: by Commissioner Coulter, seconded by Commissioner Streets that the proposed resolution be approved despite serious Commission reservations and with the explicit understanding that continuation of this project by the Library in future depends on Board of Supervisors approval of funding for it over and above the Library's Prop. E baseline Budget and be subject to annual Commission review as a part of the Commission's budget review process.

ACTION: AYE 4-3 (AYE - Chin, Coulter, Higueras, and Streets)
(NAY- Bautista, Steiman, and Swig).

The City Librarian agreed to share the Commission's concerns about the tool center program with Supervisor Kaufman in a letter as suggested by Commissioner Coulter.

Agenda Item #5 -BRANCH LIBRARY FACILITIES PLAN REPORT

Acting City Librarian Susan Hildreth reported to the Commission concerning the status of the Library's proposed Branch Facilities Report and described how the gift of funds by the friends and Foundation would be expended to prepare it. Ms. Hildreth outlined a proposed scope of work for respected Library Consultant Ms. Dallas Shaffer, former Monterey County Librarian and currently a consultant for Multnomah County and the Seattle Public Libraries. Additionally, the Acting City Librarian informed the Commissioners that the proposed emphasis during the remainder of this year would be to fully involve Library staff through a wide array of activities in reviewing and considering options to be included in the draft Facilities Plan.

The Acting City Librarian next discussed creation of a branch building planning template to help identify fundamental kinds of needs in branch facilities. Ms. Hildreth proposed that during next Winter and Spring that the initial draft plan be presented to the Commission, and internal library staff committees to develop content and ideas for public discussions. The additional input was to be included as the plan is revised and developed. The Acting City Librarian noted some aspects of the facilities planning activities could be deferred until after the voters make their decision on the proposed Branch Facilities Bond, but that in principle development of the facilities plan was necessary and would occur whether or not the bond was approved.

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

Finally, at the request of President Higueras, Ms. Hildreth discussed aspects of the information provided by the Department of Public Works concerning their activities in support of branch library improvements. Ms. Hildreth particularly noted special attention to be given to the Carnagie branches, creation of siting criteria guidelines, work in preparation of a final report, and cooperation efforts to include development of staff generated building program template in the final document.

Public comment on Agenda Item #5 -BRANCH LIBRARY FACILITIES PLAN REPORT

An anonymous member of the public questioned why this item was not an action item, noted previous planning process problem, and suggested that the oversight role of the Commission was not being fulfilled. Mr. Ed Regan recommended that the Branch Facilities Bond be deferred until the Library had fully discussed and determined what was needed. He also suggested creation of communications rooms with separate entrances staffed by telephone company employees in all libraries. Mr. Peter Warfield reiterated his previously expressed concerns with planning activities being conducted by non-library staff without direct Commission involvement.

Commission comment on Agenda Item #4 -BRANCH LIBRARY FACILITIES PLAN REPORT
Commissioners Coulter and Steiman both strongly emphasized that the Commission must take an active role and have ample opportunity to discuss every aspect of the development of the facilities plan as a key part of its overall strategic planning work in public meetings. President Higueras noted the Commission's recent successes in overseeing branch facilities development and rehabilitation based on very active involvement in every stage of project development. There was an extensive discussion among the Commissioners of aspects of Ms. Shaffer's work on this project and how the Commission might schedule future discussions of the planning process. Commissioner Bautista requested information concerning other projects on which Ms. Shaffer had worked. Commissioner Chin pointed out the importance of using information already gathered in the course of previous seismic surveys of library facilities and questioned if the facilities in the branch system as they exist functioned as the best way to provide library services given future economic uncertainties.

The Acting City Librarian described in detail how other library systems successfully addressed the facilities concerns raised by the Commissioners. Ms. Hildreth also specifically noted that the consultant's role was to supplement and support the Library staff facilities planning committee which would do the largest amount of the work. It was the sense of the Commission that having the Friends and Foundation hire Ms. Shaffer to do the described work under the supervision of the City Librarian was appropriate . President Higueras confirmed for Commissioner Bautista that the fees proposed and scope of work included in the submission from the Department of Public Works were within the usual industry standard.

AGENDA ITEM #6 COMMISSION MEETING SCHEDULE

The Commission Secretary described the process which he used to develop the draft schedule of meetings for 2001 by following the Commission's previous practice of having a regular meeting on the first Tuesday of the month at 5:30PM, except in November when the meeting would be held on the first Wednesday due to election day. In addition, the

Commission Secretary informed the Commissioner that he had reserved those dates which previously had been used for Commission committee meetings as reserve alternative dates for special meetings as needed and provided the Commissioners with information (copy attached) concerning the regular meeting times of other city Commissions.

There followed a brief discussion among the Commissioners concerning possible alternatives to the first Tuesday in some month which became a consensus that holding the regular meeting on the first Tuesday of each month should be continued. Commissioner Swig then raised the issue of moving the beginning time of the regular meeting from 5:30PM to an earlier hour. Commissioner Chin expressed opposition to the earlier beginning time as posing a scheduling problem for her. There ensued an extensive discussion among the Commissioners concerning an alternative beginning time for regular meetings arriving at a consensus on 4PM as the likely best time.

MOTION: by Commissioner Swig, seconded by Commissioner Streets to adopt the proposed schedule of regular meetings and to set 4PM as the beginning time for regular Library Commission meetings.

Public comment on #6 COMMISSION MEETING SCHEDULE

An anonymous member of the public commented on the difference between regular and special meetings, and reported that previously the Library Commission had met at 4PM. Mr. Ed Regan suggested that the Commission consider meeting on Saturday in the afternoon to allow people who must work during the week to attend its meetings. Mr. Peter Warfield observed that an earlier meeting time would make attending meetings difficult for people who work until 5PM, and instead recommended that the meeting time be moved to later in the day to facilitate greater public and library staff attendance.

Commission comment #6 COMMISSION MEETING SCHEDULE

The Commission Secretary requested and received confirmation that the proposed motion intended not only to adopt the recommended schedule for meetings in 2001 and begin those meetings at 4PM, but also that regular meetings scheduled during the remainder of 2000 would now begin at 4PM. Commissioner Chin further discussed concerns with moving the beginning of regular meetings to an earlier time. President Higueras suggested that the proposed change could be reconsidered if problems became apparent.

ACTION: AYE 5-2 (AYE - Coulter, Higueras, Streets, and Swig)
(NAY- Chin and Steiman).

President Higueras called for a brief recess at 7:33PM
The Commission returned to session at 7:43PM

President Higueras left the meeting during the recess.

AGENDA ITEM #7 FINE AND FEE SCHEDULE

Acting City Librarian Susan Hildreth made a detailed presentation on the proposed revisions of the Library Fine and Fee schedule. She noted that revisions had been made in the previous

The number of members of the public who spoke anonymously at this meeting. 1

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version recommended by the Commission at its April meeting for approval by the Board of Supervisors as a result of additional input from library staff and in consultation with the Mayor's Office. The Acting City Librarian called attention to the specific changes included draft ordinance (copy attached) prepared by the City Attorney. Ms. Hildreth noted the addition of a new DVD category to the schedule, a $10 fee for visitor library cards, the elimination of the .50 fee for inter library loans and reserves, and the creation of a $3 or cost of mailing fee for "books by mail" a new program proposed to be created by the Library.

Public comment on AGENDA ITEM #7 FINE AND FEE SCHEDULE

An anonymous member of the public questioned the Commission's approval of changes in the schedule without examing them in detail. The anonymous member of the public made two further comments, the first concerning the implications of the extension of no fines policy for children's materials to those 17 and under as it related to videos and DVD, and secondarily regarding use of collection agencies as part of the materials recovery section of the proposed ordinance citing a "New Orange, New Jersey Incident". Mr. Ed Regan opposed adoption of fines as detrimental to low income people and requested creation of a list of overdue and missing books. Mr. Peter Warfield expressed concerned that the Commission was indirectly setting policy through the proposed fine and fee schedule, and was particularly disturbed regarding a risk for problems for patrons resulting from use of a collection agency. Mr. Warfield additionally objected to non-library agencies having access to patron information and urged more study of the entire proposal. Mr. Warfield strongly criticized Library staff 's proposed "books by mail" program while there was a "mess" of unshelved books to be found in the library. Ms. Sybil Boutieler expressed strong support for creation of the "books by mail" program to make library services more accessible for the disabled and elderly

Commission comment on AGENDA ITEM #7 FINE AND FEE SCHEDULE

In response to questions by Commissioner Coulter and comments in support by Vice President Steiman, the Acting City Librarian discussed the reasoning behind the library's long standing no fines for children and youth policy by pointing out that while generating little revenue such fines could be a barrier to access for low income children and youth. Commissioners Chin and Swig raised the issue teaching personal responsibility as a consideration to revisiting this question. In answer to a question by Commissioner Coulter, Ms.. Hildreth clarified that the ability to borrow was normally suspended when the amount of not returned materials was above $5.

MOTION: By Commissioner Chin, seconded by Commissioner Coulter that the Commission recommend that the Board of Supervisors adopt the revised Fine and Fee Schedule.

ACTION: Aye 6-0 (Bautista, Chin, Coulter, Steiman, Streets, and Swig)

AGENDA ITEM #8 FRIENDS AND FOUNDATION REPORT

Friends and Foundation Executive Director Chuck Forester outlined some of its recent activities for the Commission highlighting information included in its new membership brochure and calling attention to the annual lecture series to begin with a program by Margaret Atwood on September 12, 2000. He also announced a celebration of the 5th Anniversary of the Library's famed Hormel Center with a dinner, festive series of programs by noted gay and lesbian authors, comics, and dancers, and a dance on September 30, 2000. Mr. Forester introduced Mr. Paul Gormsen, the new Friends and Foundation Community Outreach Director. Mr. Forester further called attention the Annual Friends and Foundation Book Sale of over 100,00 volumes to benefit the public library, the largest such sale west of the Mississippi. The Friends and Foundation Executive Director described a proposed capital campaign to support branch libraries as was done for the Chinatown, Mission and Ocean View branches, and spoke of planned support for the relocated Ingleside Branch Library, as well as called attention to their own strategic planning effort.

Public comment on AGENDA ITEM #8 FRIENDS AND FOUNDATION REPORT

An anonymous member of the public commented on disco dancing in the library, and called attention to the anonymous member of the public's opposition to the bond issue for branch libraries in contrast to the Friends and Foundation's support for it. The anonymous member of the public criticized public private partnerships, the autonomy of action of the Friends and Foundation, and expressed a belief the voters could choose to make the branch bond issue a referendum on the library's involvement with public private partnerships. Mr. Peter Warfield requested a copy of the new Friends and Foundation membership brochure and asked for additional information concerning costs of the Hormel Center 5th Anniversary celebration.

Commission comment on AGENDA ITEM #8 FRIENDS AND FOUNDATION REPORT

In answer to a question by Vice President Steiman, Mr. Forester reported noted that prior to the sale that library staff had been invited to view the materials and take whatever books they wanted to add to the Library's collections. He further clarified the sources of the books offered in the sale making clear that no books offered in the sale ever come from the Library's collections. In response to an inquiry by Commission Bautista requesting that public school teachers be informed of and invited to lectures, particularly those featuring ethic and minority authors who works are features in the required readings in the middle school curriculum, Mr. Forester promised to try to facilitate getting the information to them. Commissioner Coulter commented on the Commission's interest in and support of Library affinity centers, and noted that opposition to the branch library bond proposal and private financial support for libraries could be viewed as a call for raising taxes to fund these necessary library services.

Agenda Item #9 - LABOR UNION REPORT

None offered

The number of members of the public who spoke anonymously at this meeting. 1

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Agenda Item #10 - NEW BUSINESS

Commissioner Bautista requested a report reviewing current activities in response to the Post Occupancy Evaluation (POE) report. The Acting City Librarian proposed to bring such a report to the October regular meeting.

Public comment on Agenda Item #10 - NEW BUSINESS

An anonymous member of the public commented that not just a report on POE development was needed, but that the policy issues raised by the evaluation merited creation of a Commission Committee to address these issues or hold special Commission meeting to address them. Mr. Peter Warfield observed that the POE called attention to very serious problems which merited a report at every Commission meeting, and urged that the Commission act to set priorities on POE and budget issues.

Agenda Item #11 PUBLIC COMMENT:

An anonymous member of the public commented on the anonymous member of the public's 25 years of experience of cynicism, creation of barriers, expression of aristocratic attitudes, and hostility to public participation while attending Library Commission meetings. Mr. Ed Regan requested that the Library extend public service hours and recommended bridging gaps in the book collections with special collections. Mr. Peter Warfield expressed thanks to the Commissioners who asked questions and discussed issues addressed during the meeting.

Agenda Item #13 - ADJOURNMENT

Public comment on ADJOURNMENT:
none offered

MOTION: by Commissioner Chin, seconded by Commissioner Coulter that the meeting be adjourned,

ACTION: Aye 6-0 (Bautista, Chin, Coulter, Higueras, Steiman, and Swig)

The meeting was adjourned at 8:33PM

The number of members of the public who spoke anonymously at this meeting. 1

Please note: These are draft Minutes subject to revision by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

Michael Housh, Commission Secretary 9/19/00

Draft Minutes of the Regular Commission Meeting as of September 5, 2000

Appendix A

The Public Comment Summary Statements included in these draft Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 1

Draft Minutes of the Regular Commission Meeting of September 5, 2000

Appendix A

The number of members of the public who spoke anonymously at this meeting. 1

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

Memorandum

To: Library Commission

From: Susan Hildreth, Acting City Librarian SH

Re: Branch Facilities Plan

Date: September 5, 2000

At the August 1st, 2000 meeting, the Commission approved a gift of $196,200 from the Friends and Foundation to support the efforts of the Bureau of Architecture and other city departments in developing a Branch Facilities Plan. You had requested that you receive additional information about the role of the library consultant in this plan and opportunities for public input into the plan.

Initially, I want to clarify that funds for the library consultant were not included in the $196,200 gift. Funds for the consultant have been included in the allocation made by the Friends and Foundation to support the plan. The library consultant will be paid directly by the Friends and Foundation.

I have recommended that the Library work with Dallas Shaffer as the library consultant for the Branch Facilities Plan. Dallas has been a public librarian for many years and served for nine years as the Monterey County, CA, Library Director, where she directed the construction of several branches. She has been consulting for several years and has worked on many branch renovation projects, including the Multnomah County Library (Portland, Oregon), the Jackson County Library in Oregon and the Seattle Public Library. On August 22nd and 23rd, Dallas made an initial visit to the Library and met with staff and representatives of the Bureau of Architecture to further discuss her role in development of the branch facilities plan. I have appointed a staff advisory committee for the Branch Facilities Plan who will also work closely with management staff, the Bureau of Architecture and Dallas during this process. We recommend that we work with staff on the plan this fall and gather public input when the draft plan has been developed.

Fall 2000

Focus on staff involvement in plan development so that branch staff have multiple opportunities to make suggestions and comments on plan
Tour other libraries in the area that have been recently renovated
Review building programs of other libraries
Develop a functional needs assessment for branch libraries
Sponsor a branch facility needs workshop to be facilitated by Dallas Shaffer, tentatively scheduled for October 26/27
Attend November training in Vallejo on the 21st century branch library, presented by Cate McNeely, Deputy Director, Richmond Public Library, British Columbia
Develop building program template for branch libraries
Review existing current information on expressed needs of public for branch services and incorporate into plan document
Determine information to be gathered from public and how best to gather that information

Winter/Spring 2001	Review draft plan with Library Commission and internal library committees Continue staff involvement in plan development Develop, from work in the fall, content and ideas for public discussion through a variety of methods including focus group meetings, interaction with specific service and neighborhood groups, public meetings. Meeting format and some meetings would be facilitated by Dallas Shaffer Revise draft plan based on all comments

The Commission will receive monthly status reports on the Branch Facilities Plan as it develops. We can revise the activity outline presented above based on Commission input, but we do need to move forward on most of these activities to remain on the project timeline that we have established with the Bureau of Architecture.

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102
Phone 415.557.4233, Fax 415.557.4240

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Draft 2001 MEETING SCHEDULE

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harles A. Higueras, A.I.A.
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First Tuesday of the Month, 5:30 PM

January 2, February 6, March 6, April 3, May 1, June 5, July 3, August 7, September 4, October 2, December 4.

First Wednesday of the Month, 5:30 PM

November 7*.

*The meeting in November will be held on the 1st Wednesday due to Municipal Election Day being held on the 1st Tuesday.

M.Housh, Commission Secretary
8/8/00

BOARD OF SUPERVISORS	2PM

REGULAR MEETING TIMES OF SEVERAL CITY AND COUNTY CHARTER COMMISSIONS

AIPORTS COMMISSION	9AM
ART COMMISSION	3PM
BUILDING INSPECTION COMMISSION	3:30PM
CIVIL SERVICE COMMISSION	2PM
FIRE COMMISSION	6PM
PUBLIC HEALTH COMMISSION	3PM
HUMAN RIGHTS COMMISSION	4:30PM
PARKING AND TRAFFIC COMMISSION	1PM
PLANNING COMMISSION	1:30PM
POLICE COMMISSION	5:30PM
PORT OF SAN FRANCISCO COMMISSION	4PM
PUBLIC UTILITIES COMMISSION	1:30PM
RECREATION AND PARK COMMISSION	3PM
REDEVELOPMENT AGENCY COMMISSION	4PM

San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

Memorandum

To: Library Commission

From: Susan Hildreth, Acting City Librarian SH

Re: Library Fines and Fees Ordinance

Date: September 5, 2000

Attached for your approval is a proposed Library Fine and Fee ordinance, containing a revised proposed fee schedule, that will be forwarded to the Mayor for submission to the Board of Supervisors. Although you did approve a Library Fine and Fee schedule at your April 2000 meeting, the schedule was forwarded to the Mayor's Office for review and has not yet been submitted to the Board of Supervisors. I have attached a copy of the April 4, 2000, meeting item for your information. After detailed discussion with the Mayor's office and further staff discussion regarding the proposed schedule, we have decided to bring a slightly revised schedule that reflects additional modifications recommended by our staff to the Commission for review and approval.

Please note that the fine and fee schedule included in the ordinance includes only the proposed fines and fees, in comparison to the schedule that the Commission approved in April, which included current fines and proposed fines.

As mentioned above, since the Commission considered the schedule in April, staff has proposed several modifications to the proposed schedule; and therefore we are presenting proposed schedule to you for your approval of the revisions. The revisions are as follows:

1. Replacement costs for videotapes – We recommend that the replacement cost for videos, initially proposed at $15, be increased to $20. This cost will only be used when we cannot verify the actual purchase price for videos. This cost better reflects the commercial prices for videos that the Library purchases.

2. Addition of DVD's (digital video discs) to the schedule for fines and replacement costs – This is a new format that we are just beginning to collect and is very similar to videos. Therefore, we recommend that the DVD's be included in the same fines and replacement costs schedules as videos.

3. Visitors' Cards – Currently, we are charging $20 for this service, $10 of which is refundable, for a three-month period. For better customer service and less staff intervention and workload, we recommend reducing this fee to $10 for a three-month period, with no refundable deposit. The deposit was used as an incentive for visitors to return materials, but we now find that most visitor cards are purchased to facilitate computer access, not the borrowing of library materials.

4. Elimination of the fee for reserves and interlibrary loans – Currently, the Library is charging $.50 for each reserve and interlibrary loan (ILL). We recommend that those fees be eliminated. We estimate that approximately $15,000 in revenue is generated annually by the reserve and ILL fees. This represents only 3.1% of the fine and fee revenue, with the majority of the revenue representing monies collected as overdue fines. We believe that the elimination of the reserve and ILL fees will enhance the use of the collection and support the Library's goal of improved and efficient customer service. Key reasons for the fee elimination are:

- The $.50 charge was instituted to cover costs of notification of availability of materials that are requested by users. The on-line system has truly automated this function. Many notifications are now being sent via e-mail and patrons are placing their own reserves without staff intervention.
- The $.50 charge may serve as a barrier to use of the collection. Even though it is a small fee, some users cannot afford it. With the fee elimination, the patron using the small branch with a limited collection has the same access to materials as someone who uses a larger branch with a larger and more varied collection.
- Location of materials within the system is a customer-friendly and staff-efficient procedure when it is as simple as a keystroke to place a hold on an item at the branch where it is located. That item will be held at the owning branch and delivered to the requesting branch on the next day.
- Currently, there is a limit of 20 reserves per user at any time which was instituted when reserves by e-mail were implemented earlier this year. This limit has worked well to date and will insure that no one individual will be able to place reservations for a large number of items.

5. Books-by-Mail service – Although the Library is not yet ready to implement this service, we have had numerous requests for mail service for materials. Several other Bay Areas libraries, including Contra Costa County Library and the Pleasanton Public Library, are offering this convenient service. The service would be offered on a cost-recovery basis. The average weight of an adult book is about two (2) pounds, which would cost $2 for postage at current postage rates. Handling of each item, including the cost of packaging and staff time, is estimated at about $1. The current fee charged by Contra Costa and Pleasanton is $3 per item, which includes staff processing costs and costs for the book mailers. Staff recommends that you approve a Books-by-Mail fee at $3, or the cost of shipping and handling, whichever is greater. This language will allow the Library to set the fee based on current postal rates and modify it, if necessary.
We anticipate that this service will be limited to those materials that have a 21-day circulation period.

Pending your approval, this draft ordinance will be resubmitted to the Mayor's office for further consideration. Hopefully, action will be taken as soon as it can be reviewed by the appropriate committee and forwarded to the full Board of Supervisors.

FILE NO. ____________________ ORDINANCE NO. ____________________

8/29/00 DRAFT

[Library Fines and Fees]

AMENDING THE SAN FRANCISCO ADMINISTRATIVE CODE BY ADDING SECTION 8.21-2 TO AUTHORIZE THE LIBRARY COMMISSION TO CHARGE CERTAIN FINES AND FEES FOR THE USE OF LIBRARY MATERIALS AND SERVICES AND RATIFYING PRIOR FINES AND FEES.

Note: This entire section is new.

Be it ordained by the People of the City and County of San Francisco:

Section 1. Chapter 8 of the San Francisco Administrative Code is hereby amended by adding Section 8.21-2, to read as follows:

SEC. 8.21-2. LIBRARY FINES AND FEES.

(a) **Fee Schedule.** The Library Commission is hereby authorized to charge fines and fees for the use of library materials and services in accordance with the following schedule:

San Francisco Public Library
Fines & Fees Schedule

			Daily	Maximum	
OVERDUE FINES	**ADULT MATERIALS**				
by Material	Books		$ 0.10	$ 5.00	
	Phonorecords		$ 0.10	$ 5.00	
	Audio Cassettes		$ 0.10	$ 5.00	
	Books on Tape		$ 0.10	$ 5.00	
	Compact Discs		$ 0.10	$ 5.00	
	Magazines		$ 0.10	$ 5.00	
	Paperbacks (Cataloged)		$ 0.10	$ 5.00	
	Paperbacks (Uncataloged)		$ 0.10	$ 2.00	
	JUVENILE MATERIALS		Depends on age of borrower (see Overdue Fines "by Patron" below)		
	SPECIAL MATERIALS				
	Videos and Digital Video Discs (DVDs) (adult/seniors)		$ 1.00	$ 5.00	

OVERDUE FINES	**SPECIAL MATERIALS (continued)**		**Daily**	**Maximum**	
by Material	Videos and DVDs (0-17 years)		No fines	No fines	
(continued)	Sheet Music		$ 0.10	$ 5.00	
	Orchestral/Music Sets		$ 0.25	$10.00	
	Vertical File Materials		$ 0.10	$ 5.00	
OVERDUE FINES			**Daily**	**Maximum**	
by Patron	Fines: Adults (18-64 yrs)		$ 0.10	$ 5.00	
	Fines: Seniors (over 65)		$ 0.05	$ 5.00	
	Fines: Teens (13-17 yrs)		No fines	No fines	
	Fines: Children (0-12 yrs)		No fines	No fines	
LIBRARY CARD REPLACEMENT	Lost Card: Adult/Seniors		$ 1.00		
	Lost Card: Youth (0–17 yrs)		$ 0.50		
PROCESSING FEE (PF)	Processing fee: cataloged materials		$5.00		

Note regarding lost materials: The Library will charge the fair market value (FMV) of lost materials. The FMV shall be determined by the Library staff after consulting with relevant sources, which may include The Bowker Annual: Library and Book Trade Almanac. Where there is a conflict between the standard prices below and the FMV as determined by the Library, the Library shall charge the FMV.

REPLACEMENT OF LOST MATERIALS	**Materials**		**Per Item**	**Maximum**	
	Hardback: Adult/Teen Non-Fiction		$35+ PF	$ 40.00	
	Hardback: Adult/Teen Fiction		$25+ PF	$ 30.00	
	Hardback: Juvenile Non-Fiction		$20 + PF	$ 25.00	
	Hardback: Juvenile Fiction		$15 + PF	$ 20.00	
	Paperback: Cataloged				
	Adult/Teen Non-Fiction		$20 + PF	$ 25.00	
	Adult/Teen Fiction		$10 + PF	$ 15.00	
	Juvenile Non-Fiction		$10 + PF	$ 15.00	
	Juvenile Fiction		$5 +PF	$ 10.00	
	Other Materials		**Per Item**	**Maximum**	
	Paperback: Uncataloged		$ 5.00		
	Paperback/Hardback: International Generic Record		Price varies: $5-$15 depending on FMV		

REPLACEMENT OF LOST MATERIALS (continued)	**Materials**		**Per Item**	**Maximum**	
	Periodicals/Magazines		$ 5.00		
	Phonorecord		$15 + PF	$ 20.00	
	Audiocassettes		$10/tape	FMV of set + PF	
	Videos and DVDs		$20 + PF	$ 25.00	
	Supplementary Materials: incl. Booklets, libretti, maps, CDs, etc.		$3/item		
	Sheet Music/Scores		FMV as set by Library Art/Music Department		
	Sheet Music/ Uncataloged		FMV as set by Library Art/Music Department		
	Audio Books		$5/tape	FMV of set + PF	
	Compact Discs		$15 + PF	$20	
	Language Sets		$10/item	FMV of set + PF	
	Vertical/Picture File		$5/item		
LOST/DAMAGED FEES			**ITEM**		
	Audiocassette case (lost)		$ 1.00		
	Barcode label		$ 0.25		
	Barcode & flyleaf		$ 1.00		
	CD Jewel Case (lost)		$ 1.00		
	Videocassette case (lost)		$ 2.00		
SERVICE FEES	**BORROWERS CARDS**				
	San Francisco & California Residents		Free		
	Visitor's Card (non-California)		$ 10.00	Non refundable 3 months duration	
	Firm (business) card		Free		
	Restricted (no proof of residency)		Free		

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SERVICE FEES (continued)	Reserves		Free		
	Inter-Library Loan		Free		
	Returned Check Fee		$10 (current City-wide charge – subject to revision by City)		
	Recovery of Delinquent Accounts		$10/account		
	Books-by-mail		$3 or cost of shipping & handling, whichever is greater		
DOCUMENT DELIVERY AND SPECIAL SERVICES	Inter-Library Loan: Photocopy		.25/page		
	(maximum: 50 pages/day)			$5.00 rush	
	San Francisco History Center: reproduction of photographs (for teaching, scholarship or research purposes)		$1/photo		
	San Francisco History Center: reproduction of photographs		$15 + FMV of any additional labor required due to age or condition of photograph		

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(b) **Ratification of Prior Fines and Fees.** All fines and fees previously charged for the use of library materials and services are hereby ratified.

APPROVED AS TO FORM:
LOUISE H. RENNE, City Attorney

By: Adine Varah
ADINE K. VARAH
Deputy City Attorney

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FINES & FEES
COMPARISON OF 1990 and PROPOSED 2000 SCHEDULE

Attached is a schedule of the 1990 and recommended 2000 Fines & Fees Schedule. Changes are shaded. The following list details the reasons for most of the proposed changes:

FINE SCHEDULE (Fine Schedule by Material)

ADULT MATERIALS (A1)

Patrons are motivated to return materials with a reasonable and consistent fine and fee policy, a daily charge for materials held beyond their due date. The basic overdue fine remains $.10 per day, with a maximum fine of $5.00 for most items.

COMPACT DISCS

Since this format was not available in the Library in 1990, the original fine policy does not cover this medium. The current overdue fines charged were higher ($.50 per day and a maximum of $10) because of the limited number of titles available. The collection is now large enough to permit the standard fee of $.10 per day and a maximum of $5..

MAGAZINES

We are proposing that the maximum fine for a magazine move from the price of a single issue to $5 to support a consistent fine schedule.

PAPERBACKS (PB)

The maximum fine of $.50 for uncataloged paperbacks does not motivate return of these items. A $2.00 fee is considered more logical to prompt the return of overdue items.

JUVENILE MATERIALS (A2)

In the previous circulation system, CLSI, fines were charged according to type of material (Juvenile, Adult). In the current DRA system, fines are charged according to status of patron (Children, Teen, Adult, Senior, Homebound, etc.) The 1990 fine schedule reflects this fine system by a differentiation of charges between adults and children's material. The Library's current policy is to charge no fines on any type of material that is borrowed by children or youth (except videotapes - see below), with reduced fines for senior citizens.

SPECIAL MATERIALS (A3)

ART PRINTS

The library no longer offers the service of circulating framed art prints. This service was dropped when the library moved into the New Main.

VIDEOTAPES

We recommend keeping the daily fine at $1 and reducing the maximum fine to $5. Although our collection of videotapes are grown tremendously, this is a heavily used collection and needs to be available for use by as many people as possible. Staff feel that the $1 daily fine, unlike the standard $.10 daily fine for other materials, will encourage prompt return of videos; and that the $5 maximum fine, being reduced from the current $10 maximum fine and becoming consistent with other maximum fines, will also induce greater return of overdue videos. Now, with the $10 maximum fine, people with late videos often keep them, do not clear their library account and forego their library privileges.

Teens, like children, do not pay fines or fees on any overdue materials except videotapes currently. The proposal recommends that teens no longer pay fines or fees on videos, thereby making consistent the fine-free status of teens.

BOOKLETS/SUPPLEMENTARY MATERIALS

Originally restricted to print materials that were included with videotapes (for example, libretti with opera videotapes), supplementary materials now range from liner notes to throw-away ads. We recommend no charges for all supplementary materials. They are extremely varied and generally not too valuable.

SHEET MUSIC

Once handled by the Art and Music Department, these materials are now cataloged and handled as regular circulation materials. Their overdue fines should be consistent with the majority of other circulated library materials.

ORCHESTRAL/MUSIC SETS (Not listed on 1990 schedule)

These special multi-part materials are unique and are handled by the Art/Music staff. The costs of these materials are determined by the work being performed and the number of parts in the set. The Art/Music staff recommend that the fines remain as is: $.25 per day and a maximum of $10 as these are unique materials.

VERTICAL FILE MATERIALS (Not listed on 1990 schedule)

There is no change suggested for current schedule of charges.

SENIOR CITIZEN FINE DISCOUNT(Fines by Patron Type) (A4)

The Library charges a reduced fine for seniors, $.05 per day with the $5 maximum. There are no other changes proposed other than that noted previously regarding making the waiver of fines for videos consistent for Teens. Children are defined as individuals birth - 12, teens 13-17, seniors over 65.

REPLACEMENT CHARGES FOR LOST LIBRARY CARDS (B)

Technology has created the need to reduce the fee for replacing library cards from $2.00 to $1.00. Two years ago the Library began using debit cards that could also function as library cards and value-added copier cards. The purchase of an unregistered debit card with $1.00 copy value costs $1.00 from the vendor. To replace a lost library card, with no copy value, now costs $2.00. We expect no additional loss of revenue since patrons already register a $1.00 debit card as a library card rather than purchase a $2.00 replacement library card. There is no change recommended for Children's or Teen card replacement, which is $.50

REPLACEMENT CHARGES FOR LOST MATERIALS (C)

When materials are lost or not returned, library staff check several resources to establish the current replacement cost. When current prices cannot be verified, staff uses "generic" prices that are established annually by a survey of publishing costs. We recommend the following policy be adopted for determining replacement costs:

BOOKS IN PRINT (C1)

This source is no longer the most reliable for prices of materials. See the sources recommended below.

ONLINE PUBLIC ACCESS CATALOG (OPAC)

If the materials are less than three years old, use the price cited in the Library's on-line catalog.

BIBLIOGRAPHIC DATABASE

If the materials are more than three years old, verify the price in Amazon.com or a comparable, up-to-date bibliographic database (e.g. Books In Print - BIP). Note: The information in Amazon.com is more up-to-date, more reliable and covers more media than BIP.

BOOKS "Out-of-Print" (Bowker Annual, 1989-1990) (C2)

If no current price can be located for standard materials, staff may use the "Generic Price". Bowker Annual provides the average cost of hardbacks, mass and trade paperbacks. The generic price should be revised annually to reflect the current cost of materials. The attached table (under Replacement of Lost Materials) provides the recommended generic costs for the most common library materials for 2000. The categories on the attached chart relate directly to categories on the 1990 schedule. For example, the adult non-fiction "generic price" in 1990 was $25; we now recommend $35.

OTHER MATERIALS (C3)

A new category under "Paperbacks" is the Paperback/Hardback International Generic Record. This is a method that we are using to quickly and easily process materials in other languages; and the value of these materials varies quite a bit, as noted by the price varying from $5 - $15 to be determined by library staff.

Categories not included in the 1990 schedule but listed in the 2000 proposed schedule include audio books, compact discs, language sets and vertical/picture file materials.

PROCESSING SURCHARGE (C4)

Processing fees are those charges levied for the technical processing of replacement books into the collection. These processes include cataloging, labeling, applying plastic jackets, strengthening spines, and other processes to help preserve, identify, and find materials. The processing fee for cataloged materials remains at $5. Since uncataloged materials have minimal processing (primarily stamping and labeling) and no cataloging, we recommend that the $2 processing fee for these materials be waived.

DAMAGE CHARGES (D)

For better customer service, we recommend that minor damage to date due slips, mylar covers, and plastic sleeves be waived and assumed a regular library operating expense. Cost of replacement of audiocassette and videocassette cases reflect actual material costs.

SERVICE FEES (E)

VISITOR'S CARDS

These cards were $20, with $10 of this fee a refundable deposit. We are currently charging $25 for three months, with no refundable deposit; and we recommend that these charges continue.

RESTRICTED CARDS

Begun as "Homeless" cards, these "temporary" cards are valid for three months, can be obtained with minimal identification and are renewable. Patrons with "restricted" cards may borrow one item at a time.

RESERVATIONS ON MATERIALS (E2)

Reserve post cards are listed as $.25, but have been charged at $.50 for several years to make the fee match that of Interlibrary Loan requests as well as to address the true cost of processing reserves. We have just implemented patron-placed reserves and this should both increase the volume and lessen the workload for staff. We also recommend that senior citizens, as children and youth, do not pay a fee for reserves. We do not anticipate this will impact revenue because the volume of reserves is increasing.

UNREWOUND VIDEOTAPES (E3)

The staff time involved in tracking this fee and rewinding tape and the cost of repair and replacement of rewind equipment needed to perform the task is not practical or cost effective. We recommend dropping this fee.

RETURNED CHECK FEE

The returned $10.00 check fee is now set by the District Attorney's Bad Check Enforcement Program, not the Library.

RECOVERY PROGRAM

The new collection/recovery program will pay for itself by charging a $10.00 "recovery" surcharge on each borrower that has over $50.00 worth of materials that are more than 45 days overdue. This charge will cover the per account cost charged to the library by the third party collection agency on contract with the Library. This is a standard practice of libraries that have a collection/recovery program.

DOCUMENT DELIVERY (Not listed on 1990 schedule)

INTER-LIBRARY LOAN (ILL) PHOTOCOPY

We recommend an increase of the per-page copying from $.15 to $.25, waiving the $5.00 handling fee. This fee structure is more appropriate and easier to manage.

RESEARCH SERVICE

Expedited document delivery and fee-based reference services provided by Library Express have been suspended. We recommend dropping the Library Commission fee policy of September 5, 1995 since the service is no longer provided.

MISCELLANEOUS PHOTOCOPY FEES

These are specialized fees and were not listed on the 1990 schedule, but the proposed schedule represents what is being currently charged.

REVISION OF LIBRARY FINES & FEES:
Shaded areas: Changes recommended & new categories

Feb-00	
	Version 1

1990			Current		Proposed	
Schedule	Category	Material	Per Day	Maximum	Per Day	Maximum
A	FINE	ADULT MATERIALS				
1. A	SCHEDULE	Books	$ 0.10	$ 5.00	$ 0.10	$ 5.00
b	by Material	Phonorecords	$ 0.10	$ 5.00	$ 0.10	$ 5.00
c		Audio Cassettes	$ 0.10	$ 5.00	$ 0.10	$ 5.00
d		Books on Tape	$ 0.10	$ 5.00	$ 0.10	$ 5.00
		Compact Discs	$ 0.50	$ 10.00	$ 0.10	$ 5.00
e		Magazines	$ 0.10	Cost of single issue	$ 0.10	$ 5.00
f		Paperbacks (Cataloged)	$ 0.10	$ 5.00	$ 0.10	$ 5.00
		PB (uncataloged)	$ 0.10	$ 0.50	$ 0.10	$ 2.00
2		JUVENILE MATERIALS	No fines		depends on age of borrower	
3		SPECIAL MATERIALS				
a		Art Prints	$1.00	$ 10.00	drop	
b		Videotapes (adult/seniors))	$ 1.00	$ 10.00	$ 1.00	$ 5.00
		Videotapes (0-17 year old	$ 1.00	$ 10.00	No fines	No fines
		Suppl. Materials/booklets	$ 0.25	$ 3.00	drop	
c		Sheet Music	see Art/Music Dept		$ 0.10	$ 5.00
		Orchestral/Music Sets	$ 0.25	$ 10.00	$ 0.25	$10.00
		Vertical File Materials	$ 0.10	$ 5.00	$ 0.10	$ 5.00
	by Patron type	Fines: Adults (18-64): General Materials	$ 0.10	$ 5.00	$ 0.10	$ 5.00
4		SENIOR CITIZEN DISCOUNT				
a		Fines: Seniors (over 65)	$ 0.05	$ 5.00	$ 0.05	$ 5.00
		CHILDREN & YOUTH				
		Fines: Teens (13-17 yrs)	No fines	No fines	No fines	No fines
		Fines: Children	No fines	No fines	No fines	No fines
B. 1	LIB. CARDS	Lost Card: Adult/Seniors	$ 2.00		$ 1.00	
2	REPLACEMENT	Lost Card: Youth	$ 0.50		$ 0.50	
C.	REPLACEMENT	Generic Pricing	Per Item	Maximum	Per Item	Maximum
2	OF LOST	Books "Out of Print"				
	MATERIALS	HB:Adult/Teen NF	$25 & PF	$ 30.00	$35+ PF	$ 40.00
		HB: Adult/Teen F	$18 & PF	$ 23.00	$25+ PF	$ 30.00
	To determine	HB: Juv NF	$12 & PF	$ 17.00	$20 + PF	$ 25.00
	replacement	HB: Juv F	$12 & PF	$ 18.00	$15 + PF	$ 20.00
	costs:	PB: Cataloged				
	Check price in:	Adult/Teen NF		$ 15.00	$20 + PF	$ 25.00
	1st: OPAC	Adult/Teen: F		$ 5.00	$10 + PF	$ 15.00
	(if past three yrs)	Juvenile NF		$ 10.00	$10 + PF	$ 15.00
		Juvenile F		$ 5.00	$5 +PF	$ 10.00
3	2nd: Amazon.Com	Other Materials				
	(in & out of print)	PB: Uncataloged	$ 5.00		$ 5.00	
		PB/HB: International Generic Record	price varies: $5 - $10		price varies: $5 - $15	
	3rd: Generic Cost	Periodicals/Magazines		$ 3.00		$ 5.00
	see Bowker Annual	Phonorecord	9 + PF		15 + PF	$ 20.00
		Audiocassettes	$11/tape	cost of set +PF	$10/tape	cost of set + PF
		Videos	varies		$15 & PF*	$ 20.00

			Supplementary Materials: incl. Booklets, libretti, maps, CDs, etc.	$3 or set by Art/Music		$3/item	
			Sheet Music/Scores	set by Art/Music		set by Art/Music	
			Sheet Music/Uncat	set by Art/Music		set by Art/Music	
			Art Prints	$ 25.00		drop	
			Audio Books	$5/tape	cost of set+ PF	$5/tape	cost of set + PF
			Compact Discs (CDs)	varies		$15 & PF*	$20
			Language Sets	$10/item		$10/item	cost of set + PF
			Vertical/Picture File	$2/item		$5/item	
4		PROCESSING FEES (PF)	PF: Processing fee: cataloged matrls.	$5.00		$5.00	
			PF: Processing fee: uncataloged mtrls.	$2.00		drop	
.		LOST/DAMAGED		ITEM		ITEM	
			Audiocassette case (lost)	$ 1.00		$ 1.00	
			Barcode label	$ 0.25		$ 0.25	
			Barcode & flyleaf	no policy		$ 1.00	
			CD Jewel Case (lost)	no policy		$ 1.00	
			Crayoning on a single pag	$ 0.25		drop	
			Date Due Slip	$ 0.10		drop	
			Mylar book cover	$ 0.25		drop	
			Plastic PD sleeve	$ 1.00		drop	
			Videocassette case (lost)	$ 3.00		$ 2.00	
.		SERVICE FEES					
1			BORROWERS CARDS				
	a.		SF & California Residents	Free		Free	
	b.		Visitor's Card (non-Ca)	$ 20.00	($10 refundable)	$ 25.00	Non-refundable 3 mos. duration
	c.		Firm (business) card	Free		Free	
			Restricted (no proof of residency)	none		Free	
2			Reserves	$ 0.25		$ 0.50	
			ILL: other libraries	$ 0.50		$ 0.50	
3			Unrewound Videotapes	$ 0.50		drop	
4			Returned Check Fee	$ 10.00		city charge	
			Recovery of Delinquency	none		$10/acct	
		DOCUMENT DELIVERY	ILL: Photocopy	.15/pg	$5.00 handling	.25/pg	drop
			(max: 50 pages/day		$5.00 rush		$5.00 rush
			Research Service				
			Photocopy (over 10 pgs)	$ 0.25		$ 0.25	
			Research Service	$ 60/hr		drop	
			Copy service	$ 20/hr		drop	
			Fax service	$ 20/hr		drop	
			Doc Deliv.	$ 10/item		drop	
			S.F. Hist. photocopy	$1/photo		$1/photo	
			Photo reprod (outside lib)	$15. +		$15. +	

C:fine & fees 00

SCHEDULE OF FINES, FEES AND CHARGES

A. FINE SCHEDULE

	Fine Per Day	Maximum Fine
1. Adult Materials (except those borrowed by Senior citizens)		
a. Books	.10	$5.00
b. Phonorecords	.10	$5.00
c. Audio Cassettes	.10	$5.00
d. Books-on-Tape	.10	$5.00
e. Magazines	.10	Up to the price of single issue
f. Paperbacks		
uncataloged	.10	$0.50
cataloged	.10	$5.00
2. Juvenile Materials	No charge	
3. Special Materials		
a. Art Prints	$1.00	$10.00
b. Videotapes	$1.00	$10.00
booklets	.25	$ 3.00
c. Sheet Music	.10	$ 5.00
4. Senior Citizen Fine Discount (over age 65)		
a. Adult Materials	.05	$ 5.00

Discount does not apply to special materials

B. REPLACEMENT CHARGES FOR LOST LIBRARY CARDS

a. Adult	$2.00
b. Children	$ .50

4. Processing surcharge

All Cataloged Materials	$ 5.00
All Uncataloged Materials (paperbacks,periodicals, other ephemeral items)	$ 2.00

D. DAMAGE CHARGES

1. Standard damage charges:

Lost date due slip	.10
Missing or damaged	
barcode label	.25
mylar book cover	.25
plastic PD sleeve	$1.00
audiocassette case	$1.00
videocassette case	$3.00
Crayoning on a single page	.25

2. Assessment of charges for other types of damage is referred to the librarian in charge of the collection.

E. SERVICE FEES

1. Borrowers' Cards

a. San Francisco and California residents	Free
b. Visitor's Card (non-CA resident)	
Deposit (refundable)	$10.00
Service Charge (non-refundable)	$10.00
c. Firm Card	Free

[RESOLUTION #2028 AS AMENDED AT AUGUST 1, 1995 SAN FRANCISCO PUBLIC LIBRARY COMMISSION MEETING AND CORRECTED ON SEPTEMBER 5, 1995]

WHEREAS, THE SAN FRANCISCO PUBLIC LIBRARY IS RECEIVING AN INCREASED LEVEL FOR INFORMATION, REFERENCE, AND RESEARCH SERVICES FROM INDIVIDUALS AND CORPORATIONS THAT ARE NOT RESIDENTS OF CALIFORNIA, AND THUS PROVIDE NO PUBLIC FUNDS TO SUPPORT LIBRARY SERVICES IN SAN FRANCISCO; AND,

WHEREAS, The individuals and corporations are increasingly requesting that information and materials from the San Francisco Public Library be delivered to their residence or business by electronic means which involve additional cost to the library for such services, and

WHEREAS, That much of the material requested electronically is copyrighted and thus it is incumbent on the SFPL to pay fees for copying or facsimile transmission in order to comply with the copyright laws of the Federal Government; and

WHEREAS, The individuals and corporations are increasingly requesting that library staff research, assemble, and deliver information documents and products beyond the normal level of information and reference services presently available at SFPL; now, therefore, be it

RESOLVED, That the San Francisco Public Library shall establish a pilot program charging fees for these services which are beyond the basic library services as defined by the State of California; and be it

FURTHER RESOLVED, That pursuant to section 10.117-3 of the SAN FRANCISCO ADMINISTRATIVE CODE, the San Francisco Public Library Commission adopts the following cost recovery schedule for InfoExpress, the Library's expedited information service:

For Research Services:
$60.00 per hour ($15.00 minimum)

For Document Delivery:
Copy Service:
$20.00/hour labor
$10.00 per item minimum (up to 10 pages)
$ .25 per page (over 10 pages)

For FAX Service:
$20.00/hour labor

$10.00 per item minimum (up to 5 pages)
$ .25 per page (over 5 pages)

DOCUMENTS DEPT.
SEP 29 2000
SAN FRANCISCO
PUBLIC LIBRARY

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102
Phone 415.557.4233, Fax 415.557.4240

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usan Hildreth
cting City Librarian

Aichael Housh
Commission Secretary

NOTICE OF MEETING

A regular meeting of the San Francisco Public Library Commission will be held as follows:

DATE: Tuesday, October 3, 2000
TIME: 4:00PM NOTE TIME CHANGE
PLACE: Koret Auditorium, Main Library, lower level

The meeting will be called to order

AGENDA:* **

1. APPROVAL OF THE SEPTEMBER 5, 2000 MINUTES — ACTION
Presentation of, discussion of, and possible action to approve the Minutes of the regular Commission meeting of September 5, 2000.
Explanatory document: draft minutes

2. CITY LIBRARIAN'S REPORT by Acting City Librarian Susan Hildreth — DISCUSSION
(This a discussion item is to allow the City Librarian to report on recent Library activities and make announcements)
This report will consist of: a report on branch library improvements, a strategic planning update, a Prop. 14 (State Library Bonds) update, announcement of the California Library Association (CLA) 2000 Conference, and a book bay kiosk report.

3. MAIN LIBRARY POST OCCUPANCY EVALUATION (POE) REPORT — DISCUSSION
Presentation of, and discussion of, an update on implementation of recommendations made in the POE.
Explanatory document: Main Library POE update report.

4. LIBRARY BUDGET — DISCUSSION
Presentation on, and discussion of, development of a draft FY 2001-2002 Library Budget; including a report on budget processes, administrative procedures, and finance issues by Library Finance Director George Nichols.
Explanatory document: Draft FY 2001/2002 Library Budget Documents

5. FRIENDS AND FOUNDATION REPORT — DISCUSSION
(This item is to allow the Friends and Foundation of the San Francisco Public Library to inform the Commission of their current and proposed activities.)

6. UNION REPORT — DISCUSSION
(This item is to allow members of library labor organizations to report on employee matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's future consideration.)

7.	NEW BUSINESS (This item is to allow Commissioners to introduce new agenda items for future consideration.)	DISCUSSION
8.	PUBLIC COMMENT (This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's future consideration.)	DISCUSSION
9.	ADJOURNMENT (requires motion and public comment)	ACTION

*** Public comment will be taken before or during the Library Commission's consideration of each agenda item.**

** Explanatory documents: Copies of explanatory documents listed in this agenda, and other related materials received by the Library Commission after the posting of this agenda, can be obtained from the Office of the Library Commission, Main Library, 6th Floor and also, to the extent possible, will be available on the Library's website at http://sfpl.lib.ca.us/.
9/28/00 - M.Housh, Commission Secretary

DRAFT

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102
Phone 415.557.4233, Fax 415.557.4240

DOCUMENTS DEPT.
NOV 14 2000
SAN FRANCISCO
PUBLIC LIBRARY

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resident

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'ommission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Draft Minutes of the regular meeting of Tuesday, October 3, 2000

The San Francisco Public Library Commission held a regular meeting on Tuesday, October 3, 2000 in the Koret Auditorium, Main Library.

The meeting was called to order at 4:05PM by Acting President Charles A. Higueras, A.I.A.

The following members were noted present: Acting President Higueras and Commissioners Bautista, Steiman, and Streets.

The Secretary noted that Commissioner Chin's arrival was expected and that Commissioners Coulter and Swig were excused attendance.

Agenda Item #1 APPROVAL OF THE MINUTES OF THE SEPT. 5, 2000 REGULAR MEETING

An anonymous member of the public commented on impact of change of meeting time on attendance, objected that the audio recording of the September meeting was incomplete, and that submitted public comment summaries were not included in the Minutes posted on the Library's website. The anonymous member of the public also noted three specific changes requested; first, on page 2 in a report of the anonymous member of the public's comments related to the Acting City Librarian's term of appointment, second in remarks attributed to Commissioner Bautista regarding the tool lending center, and last, regarding Ms. Hildreth's use of the description very self service branches in connection with the proposed branch facilities plan. Mr. Peter Warfield criticized lack of specificity in the Minutes, reiterated a previous comment on the merits of the tool lending center, and further discussed his previously noted concerns about the tool center. Mr. Warfield suggested that additional comments attributed to Commissioner Steiman about the tool center be included, and asked if comments attributed to a Commissioner concerning the Events Management Report had been included in the Minutes.

Commission comment on Agenda item #1 MINUTES OF THE SEPT. 5, 2000 MEETING

The Commissioners requested no changes in the proposed Minutes

MOTION : by Commissioner Bautista, seconded by Commissioner Streets for approval of the Minutes of the regular Commission meeting of September 5, 2000.

ACTION: Aye 4-0 (Bautista, Higueras, Steiman, and Streets)

The number of members of the public who spoke anonymously at this meeting: 1

Please note: These are draft Minutes subject to revision by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

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AGENDA ITEM #2 ACTING CITY LIBRARIAN'S REPORT

Acting City Librarian Susan Hildreth informed the Commissioners concerning repairs and improvement work being done at the Potrero, Anza, and Bernal Heights Branch Libraries. Ms. Hildreth then discussed recent activities in the development of the Library's Strategic Plan, noting a meeting on strategic planning issues attended by Commissioners Steiman and Swig and library staff. She reported that the meeting had refined the approach being taken in drafting a revised plan to bring to the Commission for its consideration this Fall.

Additionally, the Acting City Librarian updated the Commission on developments in the implementation of Prop. 14 (State Library bonds) noting the first meeting of its board, whose members include Dr. Kevin Starr, the State Librarian, Mr. Phil Angelides, the State Treasurer, Assemblywoman Gloria Molina, State Senator Dede Alford, Mr. B. Timothy Gage, State Director of Finance, and Governor Davis' representative, Mr. Barton Pachino. The Acting City Librarian discussed aspects of how the library could maximize opportunities to compete successfully for the 65% state matching funds for library renovation and construction through joint use projects as the bond regulations are put into place during the next year.

Ms. Hildreth also informed the Commissioners concerning the upcoming California Library Association (CLA) Annual Conference being held in Santa Clara November 10-13, 2000. Special "Millennium" discussions were reported to be the conference theme. The Acting City Librarian also described the Book Bay store to be set up in the Grove Street entry area as a replacement for the now closed Friends Gift Store. Ms. Hildreth briefly described what was planned for the new shop.

Finally, The Acting City Librarian informed the Commissioners that the Audit Committee of the Board of Supervisors approved acceptance of the Friends and Foundation grant to fund the branch Facilities Plan unanimously and sent it to the full Board for its approval.

Public comment on Agenda Item #2 ACTING CITY LIBRARIAN'S REPORT:
An anonymous member of the public commented on a commissioner's comments during the previous public comment period, challenged the accuracy of the description of the agenda item expressing the opinion that there was no Acting City Librarian, as her term of appointment had expired, and expressed concern at Ms. Hildreth's description of revisions being made in a draft strategic plan by library staff without Commission review and discussion in public session. Finally, the anonymous member of the public observed that the Board of Supervisors Audit Committee which approved the Friends and Foundation grant only consisted of Supervisors Newsom and Kaufman.

Mr. Peter Warfield explained why he chose to sit at the back of the auditorium. He also expressed concern regarding the identity of those working on the draft strategic plan, questioned if there was Commission input or involvement in revising the plan, and asked if previous Commission concerns with the draft plan were being addressed. Mr. Warfield inquired concerning the cost of the proposed Book Bay store, and if there were any costs to the library involved in this project and in the projects involving relocation of the Friends and Foundation offices and the Library's personnel offices.

Commission comment on Agenda Item #2 ACTING CITY LIBRARIAN'S REPORT

Commissioner Steiman described generally how the Commission's concerns with the initial draft of the Strategic Plan were addressed during the staff discussions of proposed revisions in the strategic plan. She emphasized that these discussions were simply a part of the process which would result in a revised plan which would be brought to the full Library Commission for its review and discussion in public session prior to adoption.

Commissioner Chin joined the meeting at 5:35PM

In response to questions by President Higueras, Friends and Foundation Executive Director Chuck Forester, provided a detailed overview of plans for the new book bay store, items it would offer, and its staffing during all hours that the library is open for the Commission. In answer to queries by Commissioner Steiman, Mr. Forester discussed how the book store staff could serve as a supplemental information resource for patrons and noted possible replacement of the second floor "welcome desk". He also reported that all costs associated with creating the book store and relocation of offices in the building were being borne by the Friends and Foundation. Mr. Forester reported all needed city permits would be obtained and as well as full compliance with all code requirements, particularly those related to ADA (Americans with Disabilities Act).

In response to Commissioner Streets, Commissioner Steiman noted that the proposed revised format for the strategic plan would directly address Commission requests that it clearly demonstrates how its goals could be accomplished.

Agenda Item #3 – POST OCCUPANCY EVALUATION (POE) UPDATE REPORT

Acting City Librarian Susan Hildreth gave a brief overview of how library staff planned to use a standardized format for future progress reports on Post Occupancy Evaluation Report (POE) related projects. She described a series of proposed update reports beginning at the December Regular Commission meeting detailing specific responses to the 22 recommendations made in the report. She then introduced Mr. Ned Himmel, Chief of the Main Library, who gave an extensive report on current POE related activities. The Chief of the Main Library reported $4.2 million available for POE projects in the Library Improvement Fund, observing that interest income continues to accrue to the fund as time passes. He then explained the proposed timeline, noting that Mr. Phil Sowers of the Department of Public Works was already working on a prioritized list of POE projects. It was reported that a first item, improved doorstops had been found and were being installed.

Mr. Himmel said resolution of pending building close out issues with Huber, Hunt, Nichols, the building's principle contractor, was being aggressively pursued. The Chief of the Main described several priority projects such as replacement of unusable public lockers, anti-skateboard measures, light filters for atrium windows, and as well as detailed aspects of preliminary discussions with the Department of Telecommunications and Information Services (DTIS) for the reuse of Brooks Hall.

Mr. Himmel suggested that approval of the proposed branch library bond proposal would have significant impact on the library's ability to address several problems identified in the POE. He then discussed the difficulties encountered in considering alternative locations for

The Library's Technical Services Department.

Mr. Himmel then outlined in some detail the ongoing efforts to improve signage in the Main Library. The Chief of the Main next spoke about the work of a library staff task force considering ways to improve Borrower's Services and Atrium area public services on the Main Library's first floor for both the public and library staff. The Chief of the Main additionally discussed collection management activities related to issues raised in the POE. In particular, he discussed redistribution of materials, an OCLC review of current holdings, and consideration of materials in the periodical collection. Mr. Himmel also reported recent reorganization of collections of the fourth floor and in Brooks Halls to improve access and retrieval of materials. He also discussed reorganization of federal documents collections to make additional secure storage space in the lower level.

Public comment on Agenda Item #3 – POST OCCUPANCY EVALUATION (POE) REPORT

Mr. Peter Warfield requested that the library consider a replacement for the public lockers, suggested that that the POE report's recommendation for public service use of the Main Library's second floor was being ignored without a Commission decision. Mr. Warfield expressed puzzlement at mention of DTIS involvement in the proposed reuse of Brooks Hall and requested clarification of their role. Mr. Warfield also commented that devising collection development polices was a Library Commission responsibility.

Commission comment on Agenda Item #3 – POST OCCUPANCY EVALUATION (POE) REPORT

President Higueras discussed how the improved format proposed by the Acting City Librarian could make reports on work on POE projects more informative and accessible. He further noted that the specific proposals in the POE were simply recommendations, which the Commission could consider and evaluate. President Higueras observed that some of these proposals would be carried out, some considered and revised, and others might be found not feasible or appropriate.

In answer to questions by President Higueras, the Acting City Librarian discussed in detail the ongoing efforts to work with DTIS to develop proposals to adapt Brooks Hall for library and shared use. Responding to questions by Commissioner Streets, Ms. Hildreth detailed aspects of a partnership suggested by the Mayor for use of Brooks Hall by both the Library and Department of Telecommunications and Information Services (DTIS). She also discussed the $10 million designated for this purpose in the proposed branch library renovation and construction bond. In answer to a further query by Commissioner Streets, Ms. Hildreth explained how the $10 million figure for the Library's portion of Brooks Hall was determined and noted that additional funds would be needed to cover the entire cost of the project. She also described the effort to find a new location for the Library's Technical Services Department as proposed in the POE. The Acting City Librarian outlined steps underway using staff resources to in the short-term address the signage and way finding problem and why it was felt important to bring in an expert to thoroughly assess signage needs and develop a comprehensive plan in answer to a question by Commissioner Streets. In response to Commissioner Streets inquiry, Roberto Esteves, Library Chief of Information and Resource Management spoke about the ongoing collection assessment activities and proposed to provide a more detailed report at an upcoming Commission meeting. Responding to questions by Commission Bautista, the Acting City Librarian and Chief of the Main Library described the work of a staff committee considering improvements in both the public service and staff areas to meet needs in the atrium and adjacent first and second floor areas.

Agenda Item #4- LIBRARY FY 2001/2002 BUDGET REPORT

Library Finance Director George Nichols gave an extensive and detailed presentation concerning the development of the 20001/2002 Library Budget, (copy attached). Mr. Nichols first discussed the schedule of budget related activities that must be undertaken to prepare and submit next year's budget. Mr. Nichols then introduced Library Budget Officer, Kathleen Lucey, to present a detailed discussion of various aspects of the budget process and the Library's plans. Ms. Lucey noted that personnel costs continued to be the largest component in the Library's budget at 76.5%, followed by allocations for books and materials at 9.2%, (together constituting 86% of the budget), with the remaining 14% covering all remainder of the budgeted costs. Ms. Lucey compared San Francisco Library costs with similar library systems using American Library Association (ALA) statistics. In answer to a comment by Commissioner Streets concerning requests by members of the public for more public service hours, Mr. Nichols explained the significant costs and serious budget implications involved in any increased library hours. Ms. Lucey then described a breakdown of budget costs for each of the various library departments. The Budget officer next discussed retrospective and projected budget expenditure growth, reportedly driven primarily by increasing labor costs. Ms. Lucey reported on increased costs billed to the Library for services provided by other city departments. Ms. Lucey suggested this was often due to increased labor costs passed through to the Library by the other departments. Next workers compensation cost increases issues and remedial activities in this area by the Library were detailed. Finally the Budget Officer discussed significant increases in Library expenditures for books in recent budgets, noting book purchases as the fastest growing area for Library expenditure.

Mr. Nichols then provided an extensive review of Library revenue resources from the Library Preservation Fund and the Prop. E related General Fund allocations, and various bequest and grant funds. He noted that the proposed budget included no additional General Fund subsidy beyond the level mandated in Prop. E (Library Preservation Fund). The Library Finance Director provided a trend analysis of projected revenues available to the Library for the next years. He noted several years of increasing revenues derived from increases in tax revenues generated by increases in property valuation on which Library Prop. E (Library Preservation Fund) revenues are based. Mr. Nichols explained all of the component revenues included in the Library's Prop. E calculation. Next the Library Finance Director discussed the Commission's mandate that funding for the tool lending center be

The number of members of the public who spoke anonymously at this meeting. 1

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included in the Library Budget only after the full allocation provided by Prop. E had been expended on other library needs. He made very clear that the Library's Finance staff would inform the Mayor's budget office of the Commission's mandate that funding for this program be entirely covered by funds beyond those required in the Prop. E set aside. Mr. Nichols next discussed in some detail initial concepts for structuring the 2001/2002 budget. The Finance Director described the fixed and discretionary costs that have to be considered in building the next budget, estimating $1.7 million could be available beyond fixed costs for allocation among Commission identified priorities. Mr. Nichols then outlined a proposed plan for gathering and bringing to the Commission for its review and consideration the various staff recommendations and suggestions for priorities for the 2001/2002 budget.

Mr. Nichols then provided a brief overview of the $4.3 million Library Improvement Fund. The various revenue sources in the account were reported, and the projects funded through the Library Improvement Fund were described. Mr. Nichols identified the remaining balance as the source for supplemental appropriation funding for future library renovation and construction work. The Library's Finance Director outlined a proposed schedule of activities which would be the framework for staff preparation of a draft budget for Commission review and approval for submission to the Mayor, followed by Board of Supervisors consideration and approval of the final budget

Public comment on Agenda item #4 - LIBRARY FY 2001/2002 BUDGET REPORT

An anonymous member of the public commented the library statistics presented and concerning Commissioner Streets' question about the possibility of increased library hours. The anonymous member of the public also commented on the budget figures presented, particularly on the book budget and related to increases in library hours. Mr. Peter Warfield noted that although the report was extensive that it was unavailable for review prior to the meeting. Mr. Warfield discussed his concern about reductions in the book budget and no increase in library hours despite increases in the library budget. He also expressed dismay at the lack of information about the actual cost of increasing library hours and offered an estimate of the cost of adding more hours at branch libraries. Finally, Mr. Warfiled suggested that budget savings might be found by cutting the most expensive library salaries.

Commissioner Bautista left the meeting at 6:02PM.

President Higueras called for a brief recess at 6:06PM
Commissioner Steiman left and Commissioner Bautista rejoined the meeting during the recess.
The Commission resumed session at 6:14PM

Commission comment on Agenda item #4 - LIBRARY FY 2001/2002 BUDGET REPORT

In response to Commissioner Streets question regarding a previously established Commission policy calling for a budget reserve of $1 million, Mr. Nichols explained how approval of the branch library improvement bond might have an impact on a number of budgeted "one time" branch improvement, maintenance, and repair projects. Additionally, Mr. Nichols proposed to provide the Commission with copies of the quarterly fiscal reports prepared by the various library departments. In answer to a query by President Higueras, both Ms. Hildreth and Mr. Nichols confirmed that a number of repair or maintenance projects might have to be done during the build out period of the branch bond issue.

Additionally, the Acting City Librarian and Mr. Nichols explained to President Higueras how our high labor costs related to closely comparable library systems and proposed to provide more details in a future report. Mr. Roberto Esteves proposed to provide President Higueras and the Commission with a detailed discussion of individual aspects of the book budget. President Higueras requested on behalf of Commissioner Steiman that actual figures of the cost of adding additional public service hours be prepared. The City Librarian proposed to prepare figures based on a realistic cost figure for adding specific hours on designated days considering Commissioner Streets observation of the underlying rationale the Commission used when setting Prop. E (Library Preservation Fund).

Mr. Nichols informed Commissioner Bautista that no funds were set aside in the operating budget for acquisition of locations for library. Ms. Hildreth observed that the proposed bond issue did address this concern, particularly relating to those in leased facilities. There was a brief discussion of the budget for the Library Commission. Next the Commissioners discussed additions to the library's budget that could likely result from the shift to supervisors elected by district. In response to comments by President Higueras, Mr. Nichols described how various library divisions had submitted a number of budget change proposals for the City Librarian to review and to choose among to forward for consideration by the Library Commission by December of this year. **President Higueras requested that information concerning staff budget recommendations be made available to the Commissioners prior to the meeting where they are calendared for approval. In response to a question by Commissioner Bautista, Mr. Nichols discussed revenue increases above the Controller's estimates and confirmed that Library Preservation Fund monies and any reserve amounts can only be spent for library purposes.**

AGENDA ITEM #5 FRIENDS AND FOUNDATION REPORT

Friends and Foundation Executive Director Chuck Forester announced that he had been named as Executive Director of the Friends and Foundation and brought the Commissioners up to date concerning the great success of the Annual Fort Mason Book Sale which raised a gross amount of $115,000. Mr. Forester next discussed a highly successful fundraising and community recognition event for the Hormel Lesbian and Gay Center at the Main Library. Mr. Forester commended the exemplary support provided to this event by Library staff.

Public comment on AGENDA ITEM #5 FRIENDS AND FOUNDATION REPORT
None offered

Commission comment on AGENDA ITEM #8 FRIENDS AND FOUNDATION REPORT

In response to questions by Commissioner Streets, Mr. Forester reported that there were no additional fundraising events for affinity centers planned.

Agenda Item #6 - LABOR UNION REPORT

None offered

The number of members of the public who spoke anonymously at this meeting. 1

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Agenda Item #7- NEW BUSINESS

Commissioner Streets requested a discussion of how to strengthen the other affinity centers be scheduled. Commissioner Bautista requested that the staff working group addressing Atrium and First Floor issues bring its recommendations to the Commission sooner than the proposed June date.

Deputy City Attorney Adine Varah clarified that the Commission's discussion under the "New Business" agenda item should be focused on proposing new agenda items for the Commission's future consideration.

Public comment on Agenda Item #7 - NEW BUSINESS

An anonymous member of the public expressed dismay that discussion of library affinity centers should be given priority and commented on other issues, which the anonymous member of the public believed merited greater priority consideration. Mr. Peter Warfield noted that while he had missed some of the discussion he shared what he understood to be a wish that POE related matters be addressed prior to June and commented further on POE related matters.

Agenda Item #8 PUBLIC COMMENT:

An anonymous member of the public commented about expectations concerning the change in Commission beginning time, discussed Commissioner Bautista's vote against the tool lending center as a missed learning opportunity, and observed that the price of having an aristocracy run the library was too great. Mr. Peter Warfield spoke concerning Mr. Nichols comments regarding the tool lending center.

Agenda Item #9 - ADJOURNMENT

Public comment on ADJOURNMENT:

None offered

MOTION: by Commissioner Bautista, seconded by Commissioner Chin that the meeting be adjourned.

ACTION: Aye 4-0 (Bautista, Chin, Higueras, and Streets)

The meeting was adjourned at 7:03PM

The number of members of the public who spoke anonymously at this meeting. 1

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Michael Housh, Commission Secretary 9/19/00

Draft Minutes of the Regular Commission Meeting as of October 3, 2000

Appendix A

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Appendix A

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Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, October 3, 2000

Item 1:
Approval of the September 5, 2000 Minutes

"I note that the early start time has had its impact on the attendance of the public and others.

I note my traditional objection to the fact that the recording of these proceedings do not cover the gaps of tape changes. I also note that the summaries are not found on the website version of the minutes.

At the bottom of page two there is a reference to an anonymous member of the public 'holding the view' that Ms. Hildreth's appointment had expired. The distancing of that phrase is an unnecessary slight against that statement.

With respect to Commissioner Bautista's objection to the tool lending center, she was specific that she had concerns for this Main Library building. That concern should be noted.

Later, Ms. Hildreth said during the discussion of the Branch Facilities Plan that her view was for 'very self-service branches.' That term should be reflected."

Draft Minutes of the Regular Commission Meeting of October 3, 2000

Appendix A

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, October 3, 2000

Item 2:
City Librarian's Report

"I, for one, am gratified that a commissioner who has in the past ostentatiously read a book while the public is talking recognizes rudeness when she sees it.

I made a correction to this agenda item at the last meeting that Susan Hildreth was not Acting City Librarian, which is not reflected in this agenda.

I am very concerned about the terminology 'agreed on revisions.' Such a committee cannot agree upon revisions because this is the Library Commission's strategic plan and revisions, I assume, come from this body in open public session.

The reference to unanimous approval of the Friends & Foundation gift is to only two supervisors on that committee, Supervisors Kaufman and Newsom."

Draft Minutes of the Regular Commission Meeting of October 3, 2000

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, October 3, 2000

Item 4:
Library Budget

"I am delighted to hear a reference to the Public Library Data Service that shows we could be doing better.

Commissioner Streets gave a slow-pitch softball of a question regarding the impossibility of more hours. She was given the answer that it is possible. It is only a question of priorities.

Some of the illustrations were wonderfully instructive and some were wonderfully misleading. If we had been given the book budget of the prior year in the series, we would have seen that there was a precipitous drop that has not been recovered. In comparison, there was a extreme increase in FTE's and no increase in hours.

Taken together, these facts answer Ms. Streets' question. The reason there is no increase in hours is because the Commission is never presented with the option.

With respect to the so-called one-time technology expenditure, we find it has become standard."

Draft Minutes of the Regular Commission Meeting of October 3, 2000

Appendix A

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Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, October 3, 2000

Item 7:
New Business

"Thank you for the proposal, but I have a very serious apprehension.

We have an Acting City Librarian's Report, even though we don't have an Acting City Librarian, on a wide variety of situations with respect to the library. To suddenly decide that the Affinity Centers have an impact that requires that they be separated out as an agenda item is a little bit alarming.

I agree with Ms. Bautista that the progress on the Post Occupancy Evaluation is a very significant item that should be separated out. The Strategic Plan is also of crucial importance. From many perspectives, these things should justify having their own agenda item.

To decide that the Affinity Centers are leaping ahead of those things in importance is strange."

Appendix A

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Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, October 3, 2000

Item 8:
Public Comment

"My expectation that commissioners who voted for the early start of this meeting would be here has not been realized.

It would have been instructive for Commissioner Bautista, when she voted against the tool lending center, if she had been told that it was developed by a visionary, and implemented by good people. Furthermore, she should have been told that it was on schedule, on budget, on program and she should get a life. Then she might understand the historical realities of this commission.

Ms. Bautista might object that she has a right to her opinion and does not deserve to be treated that way. I would suggest that no one deserves to be treated that way.

As a society we have decided that the price of aristocracy is too great. Yet this illustrates again the point that this presumably democratic library is run on the basis of aristocracy."

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SAN FRANCISCO
PUBLIC LIBRARY

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SAN FRANCISCO PUBLIC LIBRARY COMMISSION (As approved Nov. 8, 2000)

Minutes of the regular meeting of Tuesday, October 3, 2000

The San Francisco Public Library Commission held a regular meeting on Tuesday, October 3, 2000 in the Koret Auditorium, Main Library.

The meeting was called to order at 4:05PM by Acting President Charles A. Higueras, A.I.A.

The following members were noted present: Acting President Higueras and Commissioners Bautista, Steiman, and Streets.

The Secretary noted that Commissioner Chin's arrival was expected and that Commissioners Coulter and Swig were excused attendance.

Agenda Item #1 APPROVAL OF THE MINUTES OF THE SEPT. 5, 2000 REGULAR MEETING

An anonymous member of the public commented on impact of change of meeting time on attendance, objected that the audio recording of the September meeting was incomplete, and that submitted public comment summaries were not included in the Minutes posted on the Library's website. The anonymous member of the public also noted three specific changes requested; first, on page 2 in a report of the anonymous member of the public's comments related to the Acting City Librarian's term of appointment, second in remarks attributed to Commissioner Bautista regarding the tool lending center, and last, regarding Ms. Hildreth's use of the description very self service branches in connection with the proposed branch facilities plan. Mr. Peter Warfield criticized lack of specificity in the Minutes, reiterated a previous comment on the merits of the tool lending center, and further discussed his previously noted concerns about the tool center. Mr. Warfield suggested that additional comments attributed to Commissioner Steiman about the tool center be included, and asked if comments attributed to a Commissioner concerning the Events Management Report had been included in the Minutes.

Commission comment on Agenda item #1 MINUTES OF THE SEPT. 5, 2000 MEETING

The Commissioners requested no changes in the proposed Minutes

MOTION : by Commissioner Bautista, seconded by Commissioner Streets for approval of the Minutes of the regular Commission meeting of September 5, 2000.

ACTION: Aye 4-0 (Bautista, Higueras, Steiman, and Streets)

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Additionally, the Acting City Librarian updated the Commission on developments in the implementation of Prop. 14 (State Library bonds) noting the first meeting of its board, whose members include Dr. Kevin Starr, the State Librarian, Mr. Phil Angelides, the State Treasurer, Assemblywoman Gloria Molina, State Senator Dede Alford, Mr. B. Timothy Gage, State Director of Finance, and Governor Davis' representative, Mr. Barton Pachino. The Acting City Librarian discussed aspects of how the library could maximize opportunities to compete successfully for the 65% state matching funds for library renovation and construction through joint use projects as the bond regulations are put into place during the next year.

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Commission comment on Agenda Item #2 ACTING CITY LIBRARIAN'S REPORT

Commissioner Steiman described generally how the Commission's concerns with the initial draft of the Strategic Plan were addressed during the staff discussions of proposed revisions in the strategic plan. She emphasized that these discussions were simply a part of the process which would result in a revised plan which would be brought to the full Library Commission for its review and discussion in public session prior to adoption.

Commissioner Chin joined the meeting at 5:35PM

In response to questions by President Higueras, Friends and Foundation Executive Director Chuck Forester, provided a detailed overview of plans for the new book bay store, items it would offer, and its staffing during all hours that the library is open for the Commission. In answer to queries by Commissioner Steiman, Mr. Forester discussed how the book store staff could serve as a supplemental information resource for patrons and noted possible replacement of the second floor "welcome desk". He also reported that all costs associated with creating the book store and relocation of offices in the building were being borne by the Friends and Foundation. Mr. Forester reported all needed city permits would be obtained and as well as full compliance with all code requirements, particularly those related to ADA (Americans with Disabilities Act).

In response to Commissioner Streets, Commissioner Steiman noted that the proposed revised format for the strategic plan would directly address Commission requests that it clearly demonstrates how its goals could be accomplished.

Agenda Item #3 – POST OCCUPANCY EVALUATION (POE) UPDATE REPORT

Acting City Librarian Susan Hildreth gave a brief overview of how library staff planned to use a standardized format for future progress reports on Post Occupancy Evaluation Report (POE) related projects. She described a series of proposed update reports beginning at the December Regular Commission meeting detailing specific responses to the 22 recommendations made in the report. She then introduced Mr. Ned Himmel, Chief of the Main Library, who gave an extensive report on current POE related activities. The Chief of the Main Library reported $4.2 million available for POE projects in the Library Improvement Fund, observing that interest income continues to accrue to the fund as time passes. He then explained the proposed timeline, noting that Mr. Phil Sowers of the Department of Public Works was already working on a prioritized list of POE projects. It was reported that a first item, improved doorstops had been found and were being installed.

Mr. Himmel said resolution of pending building close out issues with Huber, Hunt, Nichols, the building's principle contractor, was being aggressively pursued. The Chief of the Main described several priority projects such as replacement of unusable public lockers, anti-skateboard measures, light filters for atrium windows, and as well as detailed aspects of preliminary discussions with the Department of Telecommunications and Information Services (DTIS) for the reuse of Brooks Hall.

Mr. Himmel suggested that approval of the proposed branch library bond proposal would have significant impact on the library's ability to address several problems identified in the POE. He then discussed the difficulties encountered in considering alternative locations for

The Library's Technical Services Department.

Mr. Himmel then outlined in some detail the ongoing efforts to improve signage in the Main Library. The Chief of the Main next spoke about the work of a library staff task force considering ways to improve Borrower's Services and Atrium area public services on the Main Library's first floor for both the public and library staff. The Chief of the Main additionally discussed collection management activities related to issues raised in the POE. In particular, he discussed redistribution of materials, an OCLC review of current holdings, and consideration of materials in the periodical collection. Mr. Himmel also reported recent reorganization of collections of the fourth floor and in Brooks Halls to improve access and retrieval of materials. He also discussed reorganization of federal documents collections to make additional secure storage space in the lower level.

Public comment on Agenda Item #3 – POST OCCUPANCY EVALUATION (POE) REPORT

Mr. Peter Warfield requested that the library consider a replacement for the public lockers, suggested that that the POE report's recommendation for public service use of the Main Library's second floor was being ignored without a Commission decision. Mr. Warfield expressed puzzlement at mention of DTIS involvement in the proposed reuse of Brooks Hall and requested clarification of their role. Mr. Warfield also commented that devising collection development polices was a Library Commission responsibility.

Commission comment on Agenda Item #3 – POST OCCUPANCY EVALUATION (POE) REPORT

President Higueras discussed how the improved format proposed by the Acting City Librarian could make reports on work on POE projects more informative and accessible. He further noted that the specific proposals in the POE were simply recommendations, which the Commission could consider and evaluate. President Higueras observed that some of these proposals would be carried out, some considered and revised, and others might be found not feasible or appropriate.

In answer to questions by President Higueras, the Acting City Librarian discussed in detail the ongoing efforts to work with DTIS to develop proposals to adapt Brooks Hall for library and shared use. Responding to questions by Commissioner Streets, Ms. Hildreth detailed aspects of a partnership suggested by the Mayor for use of Brooks Hall by both the Library and Department of Telecommunications and Information Services (DTIS). She also discussed the $10 million designated for this purpose in the proposed branch library renovation and construction bond. In answer to a further query by Commissioner Streets, Ms. Hildreth explained how the $10 million figure for the Library's portion of Brooks Hall was determined and noted that additional funds would be needed to cover the entire cost of the project. She also described the effort to find a new location for the Library's Technical Services Department as proposed in the POE. The Acting City Librarian outlined steps underway using staff resources to in the short-term address the signage and way finding problem and why it was felt important to bring in an expert to thoroughly

The number of members of the public who spoke anonymously at this meeting: 1 assess signage needs and develop a comprehensive plan in answer to a question by Commissioner Streets. In response to Commissioner Streets inquiry, Roberto Esteves, Library Chief of Information and Resource Management spoke about the ongoing collection assessment activities and proposed to provide a more detailed report at an upcoming Commission meeting. Responding to questions by Commission Bautista, the Acting City Librarian and Chief of the Main Library described the work of a staff committee considering improvements in both the public service and staff areas to meet needs in the atrium and adjacent first and second floor areas.

Agenda Item #4- LIBRARY FY 2001/2002 BUDGET REPORT

Library Finance Director George Nichols gave an extensive and detailed presentation concerning the development of the 20001/2002 Library Budget, (copy attached). Mr. Nichols first discussed the schedule of budget related activities that must be undertaken to prepare and submit next year's budget. Mr. Nichols then introduced Library Budget Officer, Kathleen Lucey, to present a detailed discussion of various aspects of the budget process and the Library's plans. Ms. Lucey noted that personnel costs continued to be the largest component in the Library's budget at 76.5%, followed by allocations for books and materials at 9.2%, (together constituting 86% of the budget), with the remaining 14% covering all remainder of the budgeted costs. Ms. Lucey compared San Francisco Library costs with similar library systems using American Library Association (ALA) statistics. In answer to a comment by Commissioner Streets concerning requests by members of the public for more public service hours, Mr. Nichols explained the significant costs and serious budget implications involved in any increased library hours. Ms. Lucey then described a breakdown of budget costs for each of the various library departments. The Budget officer next discussed retrospective and projected budget expenditure growth, reportedly driven primarily by increasing labor costs. Ms. Lucey reported on increased costs billed to the Library for services provided by other city departments. Ms. Lucey suggested this was often due to increased labor costs passed through to the Library by the other departments. Next workers compensation cost increases issues and remedial activities in this area by the Library were detailed. Finally the Budget Officer discussed significant increases in Library expenditures for books in recent budgets, noting book purchases as the fastest growing area for Library expenditure.

Mr. Nichols then provided an extensive review of Library revenue resources from the Library Preservation Fund and the Prop. E related General Fund allocations, and various bequest and grant funds. He noted that the proposed budget included no additional General Fund subsidy beyond the level mandated in Prop. E (Library Preservation Fund). The Library Finance Director provided a trend analysis of projected revenues available to the Library for the next years. He noted several years of increasing revenues derived from increases in tax revenues generated by increases in property valuation on which Library Prop. E (Library Preservation Fund) revenues are based. Mr. Nichols explained all of the component revenues included in the Library's Prop. E calculation. Next the Library Finance Director discussed the Commission's mandate that funding for the tool lending center be

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included in the Library Budget only after the full allocation provided by Prop. E had been expended on other library needs. He made very clear that the Library's Finance staff would inform the Mayor's budget office of the Commission's mandate that funding for this program be entirely covered by funds beyond those required in the Prop. E set aside. Mr. Nichols next discussed in some detail initial concepts for structuring the 2001/2002 budget. The Finance Director described the fixed and discretionary costs that have to be considered in building the next budget, estimating $1.7 million could be available beyond fixed costs for allocation among Commission identified priorities. Mr. Nichols then outlined a proposed plan for gathering and bringing to the Commission for its review and consideration the various staff recommendations and suggestions for priorities for the 2001/2002 budget.

Mr. Nichols then provided a brief overview of the $4.3 million Library Improvement Fund. The various revenue sources in the account were reported, and the projects funded through the Library Improvement Fund were described. Mr. Nichols identified the remaining balance as the source for supplemental appropriation funding for future library renovation and construction work. The Library's Finance Director outlined a proposed schedule of activities which would be the framework for staff preparation of a draft budget for Commission review and approval for submission to the Mayor, followed by Board of Supervisors consideration and approval of the final budget

Public comment on Agenda item #4 - LIBRARY FY 2001/2002 BUDGET REPORT

An anonymous member of the public commented the library statistics presented and concerning Commissioner Streets' question about the possibility of increased library hours. The anonymous member of the public also commented on the budget figures presented, particularly on the book budget and related to increases in library hours. Mr. Peter Warfield noted that although the report was extensive that it was unavailable for review prior to the meeting. Mr. Warfield discussed his concern about reductions in the book budget and no increase in library hours despite increases in the library budget. He also expressed dismay at the lack of information about the actual cost of increasing library hours and offered an estimate of the cost of adding more hours at branch libraries. Finally, Mr. Warfiled suggested that budget savings might be found by cutting the most expensive library salaries.

Commissioner Bautista left the meeting at 6:02PM.

President Higueras called for a brief recess at 6:06PM
Commissioner Steiman left and Commissioner Bautista rejoined the meeting during the recess.
The Commission resumed session at 6:14PM

Commission comment on Agenda item #4 - LIBRARY FY 2001/2002 BUDGET REPORT

In response to Commissioner Streets question regarding a previously established Commission policy calling for a budget reserve of $1 million, Mr. Nichols explained how approval of the branch library improvement bond might have an impact on a number of budgeted "one time" branch improvement, maintenance, and repair projects. Additionally, Mr. Nichols proposed to provide the Commission with copies of the quarterly fiscal reports prepared by the various library departments. In answer to a query by President Higueras, both Ms. Hildreth and Mr. Nichols confirmed that a number of repair or maintenance projects might have to be done during the build out period of the branch bond issue.

Additionally, the Acting City Librarian and Mr. Nichols explained to President Higueras how our high labor costs related to closely comparable library systems and proposed to provide more details in a future report. Mr. Roberto Esteves proposed to provide President Higueras and the Commission with a detailed discussion of individual aspects of the book budget. **President Higueras requested on behalf of Commissioner Steiman that actual figures of the cost of adding additional public service hours be prepared.** The City Librarian proposed to prepare figures based on a realistic cost figure for adding specific hours on designated days considering Commissioner Streets observation of the underlying rationale the Commission used when setting Prop. E (Library Preservation Fund).

Mr. Nichols informed Commissioner Bautista that no funds were set aside in the operating budget for acquisition of locations for library. Ms. Hildreth observed that the proposed bond issue did address this concern, particularly relating to those in leased facilities. There was a brief discussion of the budget for the Library Commission. Next the Commissioners discussed additions to the library's budget that could likely result from the shift to supervisors elected by district. In response to comments by President Higueras, Mr. Nichols described how various library divisions had submitted a number of budget change proposals for the City Librarian to review and to choose among to forward for consideration by the Library Commission by December of this year. **President Higueras requested that information concerning staff budget recommendations be made available to the Commissioners prior to the meeting where they are calendared for approval. In response to a question by Commissioner Bautista, Mr. Nichols discussed revenue increases above the Controller's estimates and confirmed that Library Preservation Fund monies and any reserve amounts can only be spent for library purposes.**

AGENDA ITEM #5 FRIENDS AND FOUNDATION REPORT

Friends and Foundation Executive Director Chuck Forester announced that he had been named as Executive Director of the Friends and Foundation and brought the Commissioners up to date concerning the great success of the Annual Fort Mason Book Sale which raised a gross amount of $115,000. Mr. Forester next discussed a highly successful fundraising and community recognition event for the Hormel Lesbian and Gay Center at the Main Library. Mr. Forester commended the exemplary support provided to this event by Library staff.

Public comment on AGENDA ITEM #5 FRIENDS AND FOUNDATION REPORT
None offered

Commission comment on AGENDA ITEM #8 FRIENDS AND FOUNDATION REPORT

In response to questions by Commissioner Streets, Mr. Forester reported that there were no additional fundraising events for affinity centers planned.

Agenda Item #6 - LABOR UNION REPORT

None offered

The number of members of the public who spoke anonymously at this meeting. 1

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Agenda Item #7- NEW BUSINESS

Commissioner Streets requested a discussion of how to strengthen the other affinity centers be scheduled. Commissioner Bautista requested that the staff working group addressing Atrium and First Floor issues bring its recommendations to the Commission sooner than the proposed June date.

Deputy City Attorney Adine Varah clarified that the Commission's discussion under the "New Business" agenda item should be focused on proposing new agenda items for the Commission's future consideration.

Public comment on Agenda Item #7 - NEW BUSINESS

An anonymous member of the public expressed dismay that discussion of library affinity centers should be given priority and commented on other issues, which the anonymous member of the public believed merited greater priority consideration. Mr. Peter Warfield noted that while he had missed some of the discussion he shared what he understood to be a wish that POE related matters be addressed prior to June and commented further on POE related matters.

Agenda Item #8 PUBLIC COMMENT:

An anonymous member of the public commented about expectations concerning the change in Commission beginning time, discussed Commissioner Bautista's vote against the tool lending center as a missed learning opportunity, and observed that the price of having an aristocracy run the library was too great. Mr. Peter Warfield spoke concerning Mr. Nichols comments regarding the tool lending center.

Agenda Item #9 - ADJOURNMENT

Public comment on ADJOURNMENT:

None offered

MOTION: by Commissioner Bautista, seconded by Commissioner Chin that the meeting be adjourned.

ACTION: Aye 4-0 (Bautista, Chin, Higueras, and Streets)

The meeting was adjourned at 7:03PM

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Michael Housh, Commission Secretary 9/19/00

[redacted] Minutes of the Regular Commission Meeting as of October 3, 2000

Appendix A

The Public Comment Summary Statements included in these [redacted] Minutes are authorized by San Francisco Administrative Code Section 67.16..

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[redacted] Minutes of the Regular Commission Meeting of October 3, 2000

Appendix A

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, October 3, 2000

Item 1:
Approval of the September 5, 2000 Minutes

"I note that the early start time has had its impact on the attendance of the public and others.

I note my traditional objection to the fact that the recording of these proceedings do not cover the gaps of tape changes. I also note that the summaries are not found on the website version of the minutes.

At the bottom of page two there is a reference to an anonymous member of the public 'holding the view' that Ms. Hildreth's appointment had expired. The distancing of that phrase is an unnecessary slight against that statement.

With respect to Commissioner Bautista's objection to the tool lending center, she was specific that she had concerns for this Main Library building. That concern should be noted.

Later, Ms. Hildreth said during the discussion of the Branch Facilities Plan that her view was for 'very self-service branches.' That term should be reflected."

[redacted] Minutes of the Regular Commission Meeting of October 3, 2000

Appendix A

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, October 3, 2000

Item 2:
City Librarian's Report

"I, for one, am gratified that a commissioner who has in the past ostentatiously read a book while the public is talking recognizes rudeness when she sees it.

I made a correction to this agenda item at the last meeting that Susan Hildreth was not Acting City Librarian, which is not reflected in this agenda.

I am very concerned about the terminology 'agreed on revisions.' Such a committee cannot agree upon revisions because this is the Library Commission's strategic plan and revisions, I assume, come from this body in open public session.

The reference to unanimous approval of the Friends & Foundation gift is to only two supervisors on that committee, Supervisors Kaufman and Newsom."

[redacted] Minutes of the Regular Commission Meeting of October 3, 2000

Appendix A

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, October 3, 2000

Item 4:
Library Budget

"I am delighted to hear a reference to the Public Library Data Service that shows we could be doing better.

Commissioner Streets gave a slow-pitch softball of a question regarding the impossibility of more hours. She was given the answer that it is possible. It is only a question of priorities.

Some of the illustrations were wonderfully instructive and some were wonderfully misleading. If we had been given the book budget of the prior year in the series, we would have seen that there was a precipitous drop that has not been recovered. In comparison, there was a extreme increase in FTE's and no increase in hours.

Taken together, these facts answer Ms. Streets' question. The reason there is no increase in hours is because the Commission is never presented with the option.

With respect to the so-called one-time technology expenditure, we find it has become standard."

[redacted] Minutes of the Regular Commission Meeting of October 3, 2000

Appendix A

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, October 3, 2000

Item 7:
New Business

"Thank you for the proposal, but I have a very serious apprehension.

We have an Acting City Librarian's Report, even though we don't have an Acting City Librarian, on a wide variety of situations with respect to the library. To suddenly decide that the Affinity Centers have an impact that requires that they be separated out as an agenda item is a little bit alarming.

I agree with Ms. Bautista that the progress on the Post Occupancy Evaluation is a very significant item that should be separated out. The Strategic Plan is also of crucial importance. From many perspectives, these things should justify having their own agenda item.

To decide that the Affinity Centers are leaping ahead of those things in importance is strange."

[redacted] Minutes of the Regular Commission Meeting of October 3, 2000
Appendix A

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, October 3, 2000

Item 8:
Public Comment

"My expectation that commissioners who voted for the early start of this meeting would be here has not been realized.

It would have been instructive for Commissioner Bautista, when she voted against the tool lending center, if she had been told that it was developed by a visionary, and implemented by good people. Furthermore, she should have been told that it was on schedule, on budget, on program and she should get a life. Then she might understand the historical realities of this commission.

Ms. Bautista might object that she has a right to her opinion and does not deserve to be treated that way. I would suggest that no one deserves to be treated that way.

As a society we have decided that the price of aristocracy is too great. Yet this illustrates again the point that this presumably democratic library is run on the basis of aristocracy."

PRIORITIES/ LEAD STAFF	TIMELINE	STATUS
FUNDING	Oct 2000	Approximately $4,200,000 in Library Improvement Fund.
George Nichols, Finance Director	Dec 2000	Cost estimates received for 1st phase of building modifications from Philip Sowers, Bureau of Architecture (BOA), see attached list.
	Jan 2001	Monies owed to Library by HuberHuntNichols (HHN) (+$60,000) spent.
	Feb 2001	Supplemental budget request for 1st phase of building modifications presented to Commission to be forwarded to Board of Supervisors.
		• If branch bond passes in November, approximately $10,000,000 is designated for Brooks Hall and Support Services Center funding.
BUILDING CLOSE-OUT ISSUES	Ongoing	Door stop for the Main staircase glass doors installed, with more on the way.
	Dec 2000	Public lockers at Grove Street entrance replaced by new Book-Bay kiosk.
Rich Walsh, Operations & Maintenance Director	Jan 2001	HHN projects completed: skateboard bumps for Larkin and Fulton sides of building, shades and window filters for Skylight Gallery on 6th floor, additional handrails for atrium area, and replacement signs for low stacks.
Ned Himmel, Chief of Main		
BROOKS HALL	Ongoing	Meetings with DTIS and BOA re: DTIS priorities for space and Library's service plan. DTIS wants to put cable TV studio, web center, and video storage facility in Brooks, as well as tie-in with San Francisco archives and document center.
Susan Hildreth, Acting City Librarian	Spring 2001	Library/DTIS/BOA plan completed, with further action pending Commission review and funding.
		• Passage of bond in November will have major impact on possibilities for Brooks.
ALTERNATE LOCATION NON-PUBLIC SERVICES	Completed	Space analysis of Technical Services, with a recommendation of at least 20,000 square feet needed.
	Completed	Survey of available properties, both private and city-owned, in the near area, but nothing identified that met Library needs. Smaller sites are leasing at around $50 per square foot per year.
Vivian Pisano, Chief of Technical Services	Dec 2000	Survey of potential sites in locations other than Civic Center.
Rich Walsh		• Passage of bond and possible uses of Brooks Hall will directly affect further action.

WAYFINDING/ SIGNAGE	Ongoing	Borrower Services sign added and other changes made to improve look of signs, as well as looking for other temporary "fixes" around the building.
Ned Himmel	Oct 2000	New location codes for Main incorporated into DRA, library's online catalog.
Vivian Pisano	Nov 2000	RFP for signage design and implementation issued.
	Jan 2001	Low stack end signs installed.
	Spring 2001	Signage production estimates included in supplemental budget request.
BORROWERS' SERVICES/ATRIUM	Ongoing	1st Floor Staff taskforce meetings (representatives from Borrower Services, Audio-Video, Information Services, Sorting Room, Interlibrary Loans, and Chief of Main) to brainstorm ideas for ways to improve services on the 1st Floor. Analyzing brainstormed ideas against criteria to narrow choices.
Ned Himmel	Oct 2000	Time/motion study initiated to see how a new design could improve efficiency and decrease repetitive stress injuries, as well as eliminate tasks not really needed.
	June 2001	Report with recommendations issued.
COLLECTION ASSESSMENT	Ongoing	Community Redistribution Program in Brooks Hall. Library materials weeded from branches and main are considered for internal redistribution, then offered to institutions and community groups.
Roberto Esteves, Chief of Information & Resource Mgmt	Oct 2000	Recycling program of out-of-date and physically damaged books begins.
	Fall 2000	Contract with OCLC finalized to provide an automated analysis of the collection by subject and age of materials.
Ned Himmel	Jan 2001	OCLC provides training to staff to begin an analysis of the collection's strengths and weaknesses.
	Jan 2001	German library school intern creating a database of periodical holdings by subject, neighboring library holdings, indexing, and full-text availability. Over 1,000 titles now entered. Anticipate 2,500 titles entered when internship is over in Jan 2001. This database will support effective decisions on retention and storage issues.
	2001	Library's collection development plan revised.

Ned Himmel		4th floor materials then housed on the 3rd floor were moved up to 4, bringing the 4th floor collection together for the first time since the New Main opened.
	Ongoing	Shelving for periodical holdings in Brooks reconfigured to allow for back files from Main to move into Brooks.
	April 2001	Documents collection weeded. Compact storage area on the lower level, L37, no longer used to house documents, will provide secure storage for some valuable collections now in Brooks.

Building Modifications
1st Phase

1. **Loading Dock**

   One of the loading docks must be changed from a hinged flap to an elevator type to service smaller trucks and vans. The 13' 6" clearance height for large trucks is compromised by the rolling grille enclosure. The turning radius on the pedestrian ramp is too tight for use by regular size book trucks.

2. **Repeater**

   A radio signal retransmission system is needed to ensure that communication radio signals are transmitted to all parts of the building.

3. **Doorstops and Door Holders**

   Heavy glass doors have broken doorstops throughout the building. Some rated doors that need to stay open do not have hard-wired magnetic hold open hardware. Some back of house doors need vision panels. (Bureau of Architecture has supplied the Library with a new type of doorstop. Library engineers have installed a sample doorstop and they are reviewing the durability of this product.)

4. **PA System**

   PA in public areas utilizes speakers located above the ceilings. The speakers are part of the sound-masking system. Announcements are too low or muffled in many areas. Back-of-house areas have no PA system. (Bureau of Architecture has determined solution and has acquired a proposal from the communications company.)

5. **Wood-Veneered Table Tops**

   Damaged or vandalized table tops cannot be repaired satisfactorily. Solutions need to be explored to determine durable and attractive table top replacement.

6. **Elevator Tank Cooler**

   Installation of an oil cooler for the elevator that services LL, 1st and 2nd floor. (Bureau of Architecture has determined solution and has acquired a proposal from elevator company.)

7. **6th Floor Lockers**

   Remove lockers on the sixth floor and convert the area to an attractive exhibition use. Possible installation of display cases.

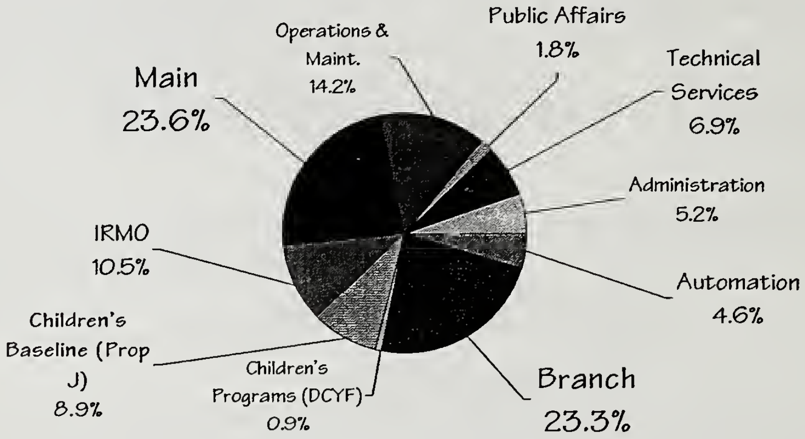
RW 9/29/00

BUDGET PLANNING WORKSHOP

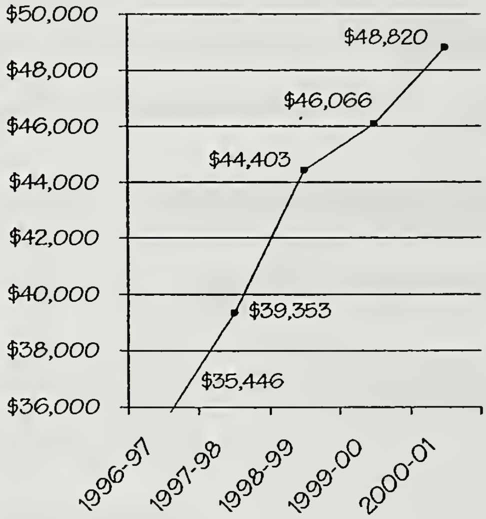
LIBRARY COMMISSION
October 3, 2000

- Current Year Budget
- Revenue Estimates
- Baseline Budget & Adjustments
- Construct. Improvement Fund
- Q & A

FY 2000-2001
Budget By Program

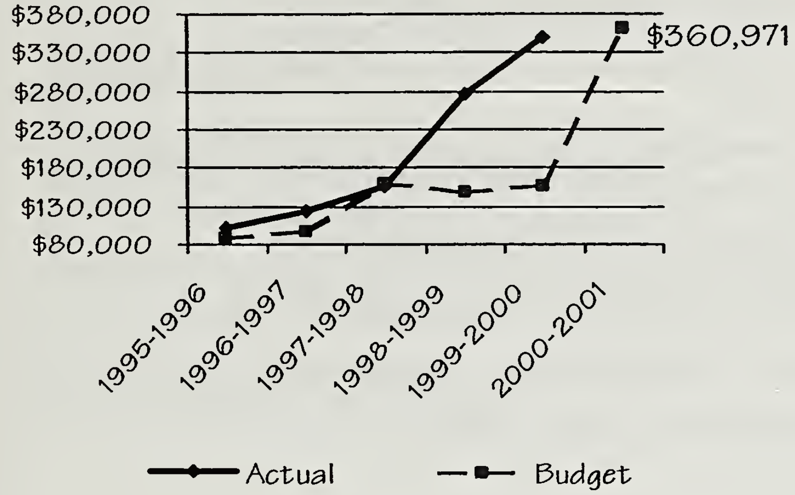


Total Budgeted Expenditures
(in thousands)

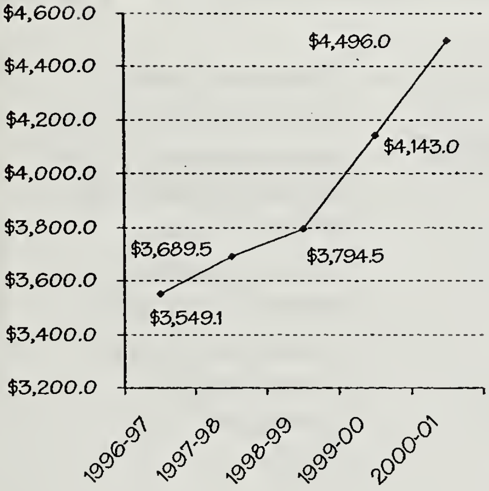


- 37.7% increase from 1996-97 to 2000-2001.
- Increases have slowed significantly over last 2 years.
- 6% increase in 2000-01 over prior year.

Worker's Comp. Costs



Book Budget (in thousands)



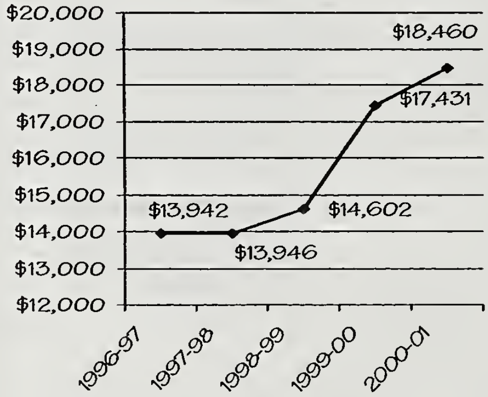
- 26.7% increase from 1996-97 to 2000-2001.
- 8.5% increase in CY over PY.
- 2000-2001 budget represents 9.2% of total budget.

Revenue Sources

- LIBRARY PRESERVATION FUND
  - – Property tax set-aside (2½ cents per $100 of assessed value)
  - – General Fund contribution (fixed percent of citywide GF appropriations)
- GRANTS, GIFTS, BEQUESTS
- LIBRARY PRSRV FUND RESERVES
- DOCYF (Dept. Children, Youth, Families)
- GENERAL FUND SUBSIDY

Prop E: Dedicated Property Tax

Budgeted Revenue (thousands)



- 25% increase from 1996-97 to 1999-00.
- Largest increase between 1998-99 and 1999-00 (19.4%).
- 5.9% increase from 1999-00 to 2000-01.
- Excludes allocations from the Library Preservation Fund reserve.

SUMMARY

- Between 1996-97 and 1999-00, revenue grew 29.7%.
- Largest growth (15.5%) occurred between 1998-99 and 1999-00.
- The current year budget (2000-01) anticipates growth of only 3.4%. Dedicated property tax increased 5.9%; General Fund increased by 1.8%.
- Growth has been phenomenal since the advent of Prop E, but the rate of growth appears to be slowing.
- Anticipate similar growth in FY 2001-02. A 3.4% increase will provide $1.590 million.

Baseline Budget

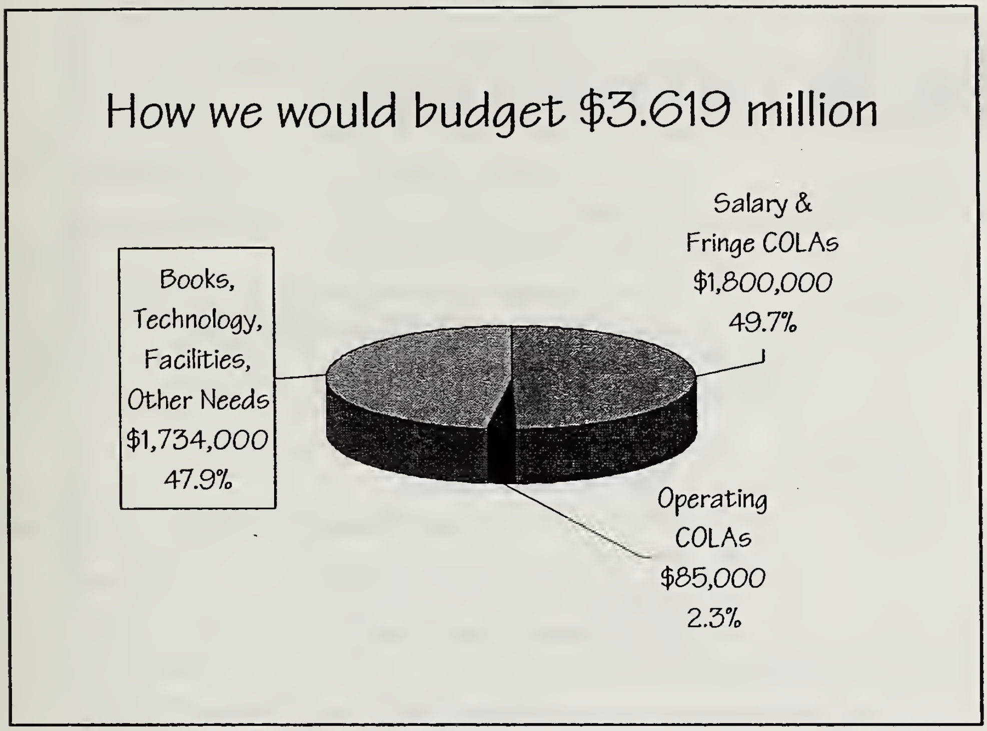
Projected FY 2001-02 Budget

Baseline Budget	$ 45,922,000
Budget Change	3,619,000
Projected Budget*	$49,541,000

* based on 3.4% revenue growth and $691,000 allocation from the Library Preservation Fund reserve.

Preliminary Budget Goals

- Develop budget consistent with Prop E revenue target (Mayor's policy).
- NO GENERAL FUND SUBSIDY.
- Plan spending proposals totaling $3.619 million.
    - Priorities -- Cover COLAs, increase the book budget, continue technology initiatives started in FY 2000-01, and continue funding for branch maintenance & repair.
    - After funding priorities, plan additional expenditures up to $3.619 million based on Administration's proposals and Commission's direction.
- Plan additional expenditures in the event higher than anticipated revenue materializes.
- Maintain $1.2 million reserve in the Library Preservation Fund (2.5%).



How we would budget $3.619 million

Budget Change Concepts

- Each division prepared and submitted budget change concepts.
- Proposals currently under review.
- Recommendations will be influenced by outcome of November election.
- Recommendations will be forthcoming in November.

- Requests totaled $4.6 million.

- Workload/Staffing Needs
- Program Enhancements
- Equipment & Materials
- Facilities Maintenance
- Collection Budget
- Technology Enhancements

PROCESS DATES

• October	Commission Budget Workshop
• November	Election
	Budget Update for Commission
• December	Mayor's Budget Instructions Issued.
• January	Controller's Revenue Projection (6th Mo. Rpt.)
	Recommendations to Commission
	Prepare Phase B Budget
• February	Submit Phase B Budget to Mayor/Controller
• March/April	Finance Office Vacations
• May	Mayor releases budget to Board of Supv.
• June	Board Finance Committee Hearings
	Budget Analyst's Review/Recommendations
• July	Board of Supvs. Vote on Budget

Q&A

DOCUMENTS DEPT.
NOV - 2 2000
SAN FRANCISCO
PUBLIC LIBRARY

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102
Phone 415.557.4233, Fax 415.557.4240

L. Brown, Jr.
es A. Higueras, A.I.A.
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Steiman
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Marte Bautista
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A. Coulter
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Hildreth
City Librarian
el Housh
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NOTICE OF MEETING

A regular meeting of the San Francisco Public Library Commission will be held as follows:

DATE: Wednesday, November 8, 2000
TIME: 4:00PM NOTE DAY & TIME CHANGE
PLACE: Koret Auditorium, Main Library, lower level

The meeting will be called to order

AGENDA:* **

1. APPROVAL OF THE OCTOBER 3, 2000 MINUTES ACTION
Presentation of, discussion of, and possible action to approve the Minutes of the regular Commission meeting of October 3, 2000.
Explanatory document: draft minutes

2. CITY LIBRARIAN'S REPORT by Acting City Librarian Susan Hildreth DISCUSSION
(This a discussion item is to allow the City Librarian to report on recent Library activities and make announcements)
This report will consist of: a report on branch library improvements, a litigation update, and a report on bequests and gifts.

3. CITY LIBRARIAN SEARCH PROCESS DISCUSSION
Presentation of, and discussion of a search process to identify and select candidates for the position of City Librarian.

4. FRIENDS AND FOUNDATION MOU DISCUSSION
Presentation of, discussion of, a proposed revised Memorandum of Understanding (MOU) between the Friends and Foundation of the San Francisco Public Library and the Library and a proposed recommendation for Board of Supervisors approval of the revised MOU.
Explanatory documents: a revised draft MOU between SFPL and Friends and Foundation, and a summary of key changes.

5. CHILDREN AND YOUTH SERVICES DISCUSSION
Presentation on, and discussion of Children and Youth Services activities by Toni Bernardi, Chief of Children and Youth Services.
Explanatory document:

6. AFFINITY CENTERS UPDATE REPORT — DISCUSSION

Presentation on, and discussion of Library Affinity Centers activities.

7. FRIENDS AND FOUNDATION REPORT — DISCUSSION

(This item is to allow the Friends and Foundation of the San Francisco Public Library to inform the Commission of their current and proposed activities.)

8. UNION REPORT — DISCUSSION

(This item is to allow members of library labor organizations to report on employee matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's future consideration.)

9. NEW BUSINESS — DISCUSSION

(This item is to allow Commissioners to introduce new agenda items for future consideration.)

10. PUBLIC COMMENT — DISCUSSION

(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's future consideration.)

11. ADJOURNMENT (requires motion and public comment) — ACTION

*** Public comment will be taken before or during the Library Commission's consideration of each agenda item.**

** Explanatory documents: Copies of explanatory documents listed in this agenda, and other related materials received by the Library Commission after the posting of this agenda, can be obtained from the Office of the Library Commission, Main Library, 6th Floor and also, to the extent possible, will be available on the Library's website at http://sfpl.lib.ca.us/.

10/18/00 - M.Housh, Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - Accessible Meetings Policy

ensure the participation of the disabled public in all Commission public meetings, the following items ncerning accessibility will be available:

gn Language interpreters or note takers will be available upon request. Please contact Services for the Deaf nd Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. te requests will be honored if possible.

sound enhancement system will be available upon request at the meetings. Please contact Services for the eaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. te requests will be honored if possible.

person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 5/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals ith hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

inutes of the meetings are available in alternative formats. If you require the use of a reader during the eeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 72 hours in dvance of the need.

dividuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should all the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's forts to accommodate such people, attendees at public meetings are reminded that other attendees may e sensitive to various chemical-based products. Please help the City to accommodate these individuals.

orary Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level, oret Auditorium, except when otherwise noticed. The Commission meeting room is wheelchair accessible. e closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. r information about Muni's accessible service, please call 415/923-6142.

ere is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.

ccessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

ow Your Rights Under The Sunshine Ordinance

overnment's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, ouncils and other agencies of the City and County exist to conduct the people's business. This ordinance ssures that deliberations are conducted before the people and that City operations are open to the people's view.

r more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco dministrative Code) or to report a violation of the ordinance, contact Donna Hall, Administrator, e Sunshine Ordinance Task Force, City Hall, Room 244 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 102-4689 or at 415/554-7724 ph. 415/554-5163 FAX and website at Donna_Hall@ci.sf.ca.us. Copies of the nshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public ibrary and on the City's website at www.ci.sf.ca.us/bdsupvrs/sunshine.

an Francisco Lobbyist Ordinance

ttention: Individuals and entities that influence or attempt to influence local legislative or administrative ction may be required by the San Francisco Lobbyist Ordinance [SF Admin Code secs. 16.520 - 16.534] to gister and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the thics Commission at 1390 Market Street #701, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-121 and web site http://www.ci.sf.ca.us/ethics/.

ichael Housh, Commission Secretary
/26/00

KEY REVISIONS
LIBRARY/FRIENDS AND FOUNDATION MOU

- **Annual supplemental funding increased from $200,000 to $300,000.**

- **Term of MOU remains 5 years (7/1/99 – 6/30/2004); lease for 6th floor office space is proposed for 9/12/2000 – 6/30/2004 with no renewal; lease for bookstore space can extend beyond term of MOU until 6/30/09.**

- **Library patrons will be asked if they wish to receive information about Friends and Foundation. Library will provide Friends and Foundation with contact information for only those patrons who have acknowledged that they wish to receive information from Friends and Foundation.**

- **New section (1.10) regarding "gifts of services", i.e. Friends and Foundation personnel working on behalf of library purposes. States that "Nothing in this MOU is intended to conflict with the terms of any current agreement between the City and any bargaining unit that is represented in the Library's classification series".**

- **Detailed description regarding the Events Management agreement has been eliminated.**

- **Proposal that City Librarian be given authority to accept gifts from Friends and Foundation up to $25,000 without Board of Supervisors approval has been dropped. City standard of department head approval of gifts up to $5,000 will continue to be used.**

- **Approval Timeline: Reviewed with Friends and Foundation Executive Committee on 10/24, present to Library Commission for discussion on 11/8, present to Friends and Foundation Board for approval on 11/14, present to Library Commission for approval on 11/16, forward to Finance Committee and Board of Supervisors for approval.**

10/30/00 DRAFT

MEMORANDUM OF UNDERSTANDING
(San Francisco Public Library/Friends and Foundation)

THIS MEMORANDUM OF UNDERSTANDING ("MOU"), dated as of July 1, 1999, is by and between the CITY AND COUNTY OF SAN FRANCISCO, a municipal corporation ("City"), acting by and through the San Francisco Public Library ("Library"), and the FRIENDS AND FOUNDATION OF THE SAN FRANCISCO PUBLIC LIBRARY, a California non-profit public benefit corporation ("Friends and Foundation").

RECITAL OF FACTS AND CIRCUMSTANCES.

This MOU is made with reference to the following facts and circumstances:

A. The City's Main Library building (the "Building") is in the Civic Center. The San Francisco Public Library Commission (the "Commission") has jurisdiction over the Building and is responsible for its operation. The Building, consists of a total of approximately 387,000 square feet, and includes, among other facilities, space for offices and a ~~gift store~~bookstore.

B. The Friends and Foundation is a non-profit 501(c)(3) corporation devoted to: (i) assisting in the development of the San Francisco Public Library, which is a City department currently consisting of the Main Library and 26 branch libraries (the "Library") whereby the Library might develop further into one of the truly fine public libraries in the Nation, meet national library standards as set forth by the American Library Association, and fulfill its literary and educational purpose; (ii) consulting with, procuring the aid and cooperation of, and making recommendations and suggestions to the Library Commission, Board of Supervisors, the Mayor, and other boards, commissions and authorities having jurisdiction over library matters for the continued betterment of the San Francisco Public Library; (iii) encouraging gifts of rare, expensive, and other goods, properties and materials which the Library would not otherwise be able to secure; and (iv) promoting the public use of the Library and appreciation of its value as a cultural and educational asset to the community and encouraging related activities which will enhance the Library's position in the community.

C. The Friends of the San Francisco Public Library (the "Friends") ~~has~~ had been operating under an MOU with City and County of San Francisco dated February 23, 1996, which terminated on June 30, 1999. Under that MOU, the Friends provided ~~in which it has been providing~~ the San Francisco Public Library with supplemental funding for particular Library projects. These funding grants enhance Library services, programs, materials and capital projects but are not intended to replace funding the City traditionally provides to the San Francisco Public Library. On July 1, 1999, the Friends merged with the Library Foundation of San Francisco ("Foundation"). The merged organizations continue operation under the name of the Friends and Foundation of the San Francisco Public Library.

D. ~~On July 1, 1999, the Friends merged with the Library Foundation of San Francisco ("Foundation").~~ The Foundation had been operating under an MOU with the City and County of San Francisco, dated May 2, 1996, which terminated on June 30, 1999, the date the Foundation ceased to exist. The Foundation had also been operating under an Events Management Agreement dated September 30, 1996 (the "Events Management Agreement") with the City. Under the Events Management Agreement, the Foundation provided services for the marketing and management of the event space in the Building for meetings, lectures, receptions, private functions and other events after the Building's public hours. The Events Management Agreement, as extended, also terminated on June 30, 1999. During the City's Fiscal Year 1999 – 2000, June 30, 1999 through July 1, 2000, the Friends and Foundation continued operating the events management program in the Building. ~~The merged organizations continue operation under the name of the Friends and Foundation of the San Francisco Public Library.~~ On August 1, 2000, the Library Commission voted not to continue the events management program with the Friends and Foundation. ~~The Friends and Foundation is willing to continue providing supplemental funding to the San Francisco Public Library.~~

E. The Friends and Foundation is willing to continue providing supplemental funding to the San Francisco Public Library. In connection with such funding assurance, the Friends and Foundation will lease certain space in the Building. ~~and will provide marketing and events management services for certain space in the Building.~~ Specifically, the Friends and Foundation will lease office space in the Building for Library-related purposes~~,~~ and lease and operate the ~~gift store~~bookstore. In addition, the Friends and Foundation has already paid $240,000 for tenant improvement costs incurred in remodeling and renovating space on the second floor of the Main Library for the ultimate use of Library purposes.~~and provide marketing and events management services for revenue-producing receptions, lectures and other special events. The marketing and events management services function shall terminate as of June 30, 2000, unless the events management agreement is either terminated at an earlier date, or extended for a period of up to one (1) year, to June 30, 2001, in accordance with the requirements set forth under Section 3.2 *(Agreement for Marketing and Events Management—Term)* of this MOU.~~ All other functions and services will continue until terminated under the terms of this agreement.

F. The Friends and the Foundation, prior to their merger in July 1, 1999, each occupied space in the Building since the Building opened in April 1996 under the terms of their respective MOUs with the City. From July 1, 1999 until the April 28, 2000, the Friends and Foundation occupied space on the second floor of the Building. Specifically, the Friends and Foundation had occupied, on a month-to-month basis, the office space described in the Memorandum of Understanding dated February 23, 1996 ("second floor office space") between the City and the Friends, under the same terms and conditions as are set forth in that MOU with respect to those premises, until April 28, 2000. The Friends and Foundation also occupied, on a month-to-month basis, the gift store space described in the Memorandum of Understanding dated February 23, 1996 ("second floor gift store space") between the City and the Friends, under the same terms and conditions as are set forth in that MOU with respect to those premises, until March 31, 2000. The Friends and Foundation's lease of office and bookstore space other than the second floor office and gift store space described above shall be governed in accordance with Section 2 (*Leased Space)* of this MOU.

~~F~~G. The City is willing to agree to such leases ~~and events management agreement~~ in the Building and has determined that such leases are in the public interest by (i) enabling the Friends and Foundation to continue to perform services in furtherance of the public purposes of the San Francisco Public Library and~~,~~ (ii) facilitating the Friends and Foundation's efforts to raise private funds to help augment City funding for Library Department projects ~~and (iii) generating revenues for the Library from uses of the Building that are consistent with the public purposes for which the City constructed the Building~~.

~~G~~H. The City and the Friends and Foundation desire to set forth their understanding of the essential terms and conditions upon which they are willing to proceed with such transactions and assurances, and to express their mutual support for the endeavors described herein.

~~H~~I. This MOU terminates and supercedes all prior MOU's between the City and the Friends of the San Francisco Public Library and the Library Foundation of San Francisco.

ACCORDINGLY, the City and the Friends and Foundation agree and express their intent to act and cooperate as follows:

1. SUPPLEMENTAL FUNDING

1.1. Annual Supplemental Funding by Friends and Foundation. The Friends and Foundation shall raise and expend private funds for the San Francisco Public Library for the purpose of enhancing City funding for particular programs, operations and services of the San Francisco Public Library. Specifically, the Friends and Foundation pledges to raise and expend at least $~~200,000~~300,000 annually ("annual supplemental funding") in support of the Library over the term of this MOU. However, in no event shall the annual supplemental funding equal less than the combined fair market rental value of the leases for the office space and ~~gift store~~bookstore space described in Section 2 of this MOU *(Leased Space)* for the same period as recommended by the Department of Real Estate (Civic Center rental rates as of ~~December 6, 1999~~September 28, 2000 are attached as Exhibit C). Such annual supplemental funding shall be in addition to any expenses previously paid by the Friends and Foundation for remodeling and renovating the space on the second floor of the Building ~~currently~~ previously used as office and gift store space by the Friends and Foundation. Such annual supplemental funding shall also be in addition to any funds raised by the Friends and Foundation through capital campaigns and fundraising for special projects. Furthermore, such annual supplemental funding shall also be in addition to the rent required under Section 2.1.3 (*Rent*). Such fundraising by the Friends and Foundation is intended to enhance the funding for the San Francisco Public Library and not to replace traditional sources or levels of City funding. If the Friends and Foundation do not satisfy the requirements of this Section, the City shall have the right to terminate either or both of the office and ~~gift store~~bookstore leases described in Section 2 (*Leased Space)* of this MOU. The annual supplemental funding from the Friends and Foundation shall be utilized by the Library for purposes consistent with the mission of the Friends and Foundation, as described in Recital Paragraph B on page 1 of this MOU. The Friends and Foundation shall make such funds available to the Library Department in accordance with the process set forth below.

1.1.1. Term of Assurance. This MOU shall become effective upon full execution and delivery hereof and approval of this MOU by the City's Board of Supervisors and Mayor and shall expire on June 30, ~~2005~~2004, except to the extent the~~ Events Management Agreement~~ leases entered into under this MOU provide~~s~~ otherwise, in accordance with Section ~~3.2.~~ 2.1.2 (~~*Agreement for Marketing and Events Management*~~*Leases of Office and Bookstore Space to the Friends and Foundation - Terms*). ~~The term of the MOU~~ The Friends and Foundation's assurance of annual supplemental funding, as described in Section 1 *(Supplemental Funding)* of this MOU, shall terminate on June 30, 2004, or the date upon which the Friends and Foundation's lease of office space is terminated under Section 2.1.2 (*Leases of Office Space and Bookstore Space to the Friends and Foundation - Terms*), whichever date is earlier.~~shall continue after June 30, 2005 2004 on a year-to-year basis, subject to the right of the Friends and Foundation and the City to terminate the MOU upon not less than 90 days' advance written notice to the other party.~~

1.1.2. Library Proposal for Supplemental Funding. On or before February 15 of each year during the term of this MOU, the City Librarian or his or her designee (hereinafter collectively referred to throughout this MOU as the "City Librarian") shall develop and furnish to the Friends and Foundation a written proposal for use of the annual supplemental funding for anticipated programs (including operations, services, capital projects, purchases of fixtures, furnishings, and equipment, and other activities). The City Librarian shall use his or her best efforts to develop such proposal in consultation with the Friends and Foundation.

1.1.3. Friends and Foundation Review of Proposal. As soon as practicable after receipt of the proposal from the City Librarian, but in no event later than April 30 of each year, the Friends and Foundation shall complete its review of the proposal. The purpose of the review shall be to notify the City Librarian of which programs in the proposal the Friends and Foundation is willing to consider funding as part of its annual budget, consistent with the Friends and Foundation's mission.

1.1.4. Notice of Determination. The Friends and Foundation shall, as soon as possible but no later than June 30 of each year, notify the City Librarian and the Library Commission in writing of the Friends and Foundation's determination of which programs it is willing to fund and any special conditions to funding. The Friends and Foundation may agree to fund less than the full amount requested in the Library proposal. To the extent that the Friends and Foundation elect not to fund certain projects contained in the proposal or to fund less than the amount requested by the City Librarian, the notice of determination shall include a summary of the reasons for such determination and, if appropriate, a statement of how the City Librarian could modify the proposal to obtain funding. The Friends and Foundation may, in its discretion, approve modified or additional proposals at any time.

1.1.5. Friends and Foundation Funding Commitment. The Friends and Foundation's approval of supplemental funding in the notice of determination shall be based on then existing cash and other assets held by the Friends and Foundation. Such approval shall constitute a binding commitment, and shall not be subject to the subsequent ability of the Friends and Foundation to obtain additional cash or other assets to partially or fully cover the approved supplemental funding. The Friends and Foundation and the City Librarian shall agree on the terms and conditions upon which funds shall be disbursed to pay for approved programs. As a general principle, the Friends and Foundation and the City Librarian shall attempt to agree upon a reasonable payment schedule for each approved project, provided that the City Librarian shall periodically, but not less frequently than quarterly, submit invoices and other documentation of expenditures of Friends and Foundation grants for such project. The Friends and Foundation shall grant such funds to the Library or pay such costs directly to the vendor, as agreed upon by the Friends and Foundation and City Librarian. In the event the Friends and Foundation advances funds to the Library instead of providing monies on a reimbursement basis, the Friends and Foundation shall have the right to audit City records to confirm proper expenditure of such funds.

1.2. Waivers and Extensions of Deadlines. After consultation and mutual agreement between the City Librarian and the Friends and Foundation, any of the deadlines set forth in Sections 1.1 – 1.1.4 *(Supplemental Funding by Friends and Foundation)* above may be extended or postponed.

1.3. Capital Campaigns and Special Fundraising Projects. In addition to raising and expending the annual supplemental funding described in Section 1.1 *(Annual Supplemental Funding)*, the Friends and Foundation shall make a good faith effort to respond to requests made by the City Librarian for special capital campaigns and special fundraising projects to be undertaken by the Friends and Foundation on behalf of the Library.

1.4. Prior Approval by City Librarian of Fundraising Campaign Materials, Capital Campaigns and Special Fundraising Projects. The Friends and Foundation shall obtain the City Librarian's prior approval for all of their respective fundraising campaign materials, which (i) include any reference to the San Francisco Public Library or any of its programs or services, (ii) provide for any acknowledgments or benefits to be proposed or offered by the Friends and Foundation to campaign donors and potential donors which could have any impact on the Building or any other Library branches, property, programs or activities under the Library Commission's jurisdiction, or (iii) otherwise require the City Librarian's approval under Section 1.7 *(Privilege to Use Library Membership List; Approval of Mailings to Members)* below. All capital campaigns and special fundraising projects of the Friends and Foundation on behalf of the Library, as described above in Section 1.3 (*Capital Campaigns and Special Fundraising Projects),* must be approved in advance by the City Librarian, in his or her sole discretion.

1.5. Notice of Terms of Pledges and Gifts. The Friends and Foundation shall provide the City with reasonable advance written notice of the terms and conditions of any proposed pledges or gifts which could (i) affect the Building or any other property, programs or activities under the Library Commission's jurisdiction or (ii) impose financial or other obligations or liabilities on the City. With respect to disclosure of gift and donor information, both parties agree to comply with all applicable laws, including any applicable provision of Chapter 67 of the San Francisco Administrative Code (the "Sunshine Ordinance").

1.6. Acceptance of Gifts. ~~Once this MOU is approved by the Board of Supervisors, the City Librarian shall be authorized to accept and expend all gifts from the Friends and Foundation, in the City Librarian's discretion, for Library-related purposes throughout the term of the funding assurances provided for hereunder and to agree to any terms and conditions~~

~~imposed with respect to such gifts, except where such conditions involve the expenditure of City funds or the incidence of City obligations that are inconsistent with the City Charter.~~ The City agrees that all funds ~~received~~ accepted by the City from the Friends and Foundation will be held by the City Controller in accordance with the terms and conditions of lawful restrictions imposed by donors on the use of such funds. In accordance with Section 10.116 of the San Francisco Administrative Code, the City Librarian, in his or her sole discretion, is "authorized to accept any gift of cash in an amount not to exceed $5,000 or goods of market value not to exceed $5,000, which may from time to time be offered to the City and County of San Francisco" through the Library department by the Friends and Foundation. Gifts in excess of the $5,000 limit specified in Section 10.116 must be accepted by action of the City's Board of Supervisors. If such $5000 limit is increased by the Board of Supervisors, the increased limit shall apply.].

1.7. Privilege to Use Library Membership List; Approval of Mailings to Members. "The City grants the Friends and Foundation, as an agent of the San Francisco Public Library for fundraising purposes, the non-exclusive privilege to use the City's list of members of the San Francisco Public Library solely to solicit donations for the purposes described in Section 1.1 *(Supplemental Funding by Friends and Foundation)* of this MOU. Such privilege shall continue for the full term of the supplemental funding commitment referred to in Section 1.1 *(Supplemental Funding by Friends and Foundation)*, provided that the City Librarian may elect to terminate such privilege if he or she determines that the list has been misused in any way. The City Librarian shall use his or her reasonable efforts to provide the Friends and Foundation with periodic updates of such list from time to time during the term of the supplemental funding commitment. The City Librarian may withhold information relating to members of the San Francisco Public Library who have requested not to receive solicitations, or any other materials from the Friends and Foundation, and the Friends and Foundation shall remove from its solicitation list any member who requests not to be solicited. In addition, the Friends and Foundation agrees to pay for the costs of mailing forms to current members of the San Francisco Public Library so that they may request not to receive solicitations or any other materials from the Friends and Foundation. ~~The Friends and Foundation shall comply with all confidentiality laws with respect to its use of the Library membership lists.~~ The City Librarian shall have the right to approve, in advance, all mailings, solicitation letters or other written communications or materials that the Friends and Foundation intend to distribute to members of the San Francisco Public Library and the general parameters of all scripts for telephone solicitations of members of the San Francisco Public Library. The Friends and Foundation shall not send such communications unless approved in advance by the City Librarian. The Friends and Foundation, and its fundraising subcontractors and agents shall comply with all confidentiality laws relating to the use of the Library membership lists. -Any contract between the Friends and Foundation and a subcontractor or agent for fundraising shall require compliance with all such confidentiality laws and shall provide that all information relating to the members of the San Francisco Public

Library shall be kept strictly confidential and not be distributed or made available to any other party or used for any purpose other than for solicitations for the San Francisco Public Library.

1.8. Fiscal and Budgetary Provisions. All the terms hereof shall be subject to the City Charter's fiscal and budgetary provisions.

1.9. Funding to San Francisco Public Library. ~~For so long as the Friends and Foundation occupy space in the Building, t~~The Friends and Foundation shall not make gifts of funds or assets to any library other than the San Francisco Public Library unless a specific exception is approved in writing by the City Librarian.

1.10 Gifts of Services. Where the Friends and Foundation offers gifts of services, and the City accepts such gifts, such gifts shall be in addition to the annual supplemental funding described in Section 1.1 *(Annual Supplemental Funding by Friends and Foundation).* Nothing in this MOU is intended to conflict with the terms of any current agreement between the City and any bargaining unit that is represented in the Library's classification series.

2. LEASED SPACE

2.1. Leases of Office ~~And~~ and ~~Gift Store~~Bookstore Space to the Friends and Foundation. The Friends and Foundation shall ~~continue on a month-to-month basis occupying~~occupy the office space ~~described in the Memorandum of Understanding dated February 23, 1996 (the "second floor office space") between the City and the Friends (a description of office space is attached as Exhibit A), under the same terms and conditions as are set forth in that MOU with respect to those premises, until an alternative office space becomes available~~on the sixth floor of the Building (“~~alternative~~office space”) ~~in~~as of September 12, 2000. In addition, the City Librarian has designated and approved space on the first floor of the Building for use in connection with the operation of a bookstore (“bookstore space”). The Friends and Foundation ~~also shall continue on a month-to-month basis occupying the gift store space described in the Memorandum of Understanding dated February 23, 1996 ("second floor gift store space") between the City and the Friends (a description of the gift store space is attached as Exhibit A), under the same terms and conditions as are set forth in that MOU with respect to those premises, until an alternative gift store space or space for a gift store booth or stand (“kiosk”) becomes available (“alternative gift store space”), subject to the approval of the City Librarian, in his or her sole discretion.~~ shall occupy such office and bookstore space in accordance with the terms of this Section 2.1 *(Leases of Office and Bookstore Space to the Friends and Foundation)* The City, acting through the Department of Real Estate, and the Friends and Foundation shall undertake negotiations to enter into a lease of ~~alternative office~~office space, and a lease of ~~alternative space in the Building for the operation of a gift store~~bookstore space, on the following terms and conditions:

2.1.1. Leased Office And ~~Gift Store~~Bookstore Premises. The leased premises for ~~alternative office~~ office space shall consist of no more than 2686 square feet, and the leased premises for ~~alternative gift store~~bookstore space shall consist of no more than ~~300~~ 400 square feet. The location and exact size of the ~~alternative office~~office space and the ~~alternative~~ ~~gift store~~bookstore space each must be approved in writing by the City Librarian.

2.1.2. Terms.

(a) Lease for ~~Alternative OfficeF~~ Office Space. The lease for the office space shall be for a term commencing on September 12, 2000 and expiring on June 30, 2004, with no renewal option. The Friends and Foundation may terminate the lease for office space upon giving the other party not less than 90 days notice prior to the end of the term. The City may terminate the lease upon giving the Friends and Foundation not less than 90 days notice prior to the end of the term if the Friends and Foundation fails to meet its annual supplemental funding obligations under Section 1 (*Supplemental Funding*).

(b) Lease for Bookstore Space. The lease for bookstore space shall be for an initial term commencing on a date agreeable to both parties and expiring on June 30, 2004. At the expiration of such initial term, such lease may continue on a year-to-year basis, until June 30, 2009. Either party may terminate the lease upon giving the other party no less than 90 days notice prior to the end of the initial term and each lease year, provided that if neither party gives such notice each such lease shall be automatically extended for another year until June 30, 2009.

2.1.3. Rent. The rent payable by the Friends and Foundation shall be $1 per year for ~~alternative~~ office space, and $1 per year for ~~alternative gift store~~bookstore space.

2.1.4. Fair Market Rental Value of Office Space and ~~Gift Store~~Bookstore Space. In order to ensure compliance with Section 1.1 *(Annual Supplemental Funding)*, on or before January 1 of each year during the term of this MOU, the City Librarian shall request that the Department of Real Estate provide an updated estimate of the combined fair market rental value of the leases for such office space and ~~gift store~~bookstore space in the Civic Center. Such updated estimates shall be attached hereto as part of Exhibit C *(Civic Center Rental Rates)*.

2.1.5. Uses of Office Premises. The Friends and Foundation shall use the leased ~~alternative office~~sixth floor office space for office and administrative purposes related solely to (i) the management of volunteer activities and programs in support of the San Francisco Public Library, (ii) the operation of the ~~gift store~~bookstore in the Building as further provided in this Section 2 *(Leased Space)*, (iii) fundraising for the San Francisco Public Library, ~~(iv) the marketing and management of private receptions and other events and functions at the Building as further provided in Section 3 *(Agreement for Marketing and Events Management)* of this MOU below,~~ and (iv) and for such other activities in support of the San Francisco Public Library as are approved by the City Librarian. The Friends and Foundation shall not use those leased premises for any other purpose. In connection with the lease, the Friends and Foundation shall have the right to shared use of a copy room convenient to those leased premises. The Friends and Foundation shall be responsible for negotiating an agreement with the City Librarian for the shared use of such copy room space, including the shared costs of leasing, maintaining and supplying a copier.

2.1.6. Use of ~~Gift Store~~Bookstore Premises. The Friends and Foundation shall use the leased ~~alternative gift store~~bookstore space only for the operation of a ~~gift store~~bookstore, selling to the general public goods and other merchandise related to the promotion of the Building, the San Francisco Public Library and the City and County.

2.1.7. Merchandise. The merchandise sold in the ~~gift store~~bookstore shall consist of premium merchandise that promotes the San Francisco Public Library, including, but not limited to, T-shirts, mugs, historic photographs, posters, reading lights, school and office supplies, books by San Francisco authors and works by local artists, and donated books. All such merchandise shall be subject to the reasonable approval of the City Librarian. In managing the store and selecting and developing goods for the store, the Friends and Foundation shall cooperate with the City's Chief Administrative Officer and the City Store.

2.1.8. Non-Exclusive License to Use Logos and Other Marks. In connection with the lease of ~~alternative gift store~~bookstore space and for no additional fee or charge, City, in the City Librarian's sole discretion, shall grant the Friends and Foundation a non-exclusive license to use the Library's logo and any other emblems, logos, symbols and designs, trademarks, copyrights or servicemarks or other commercial symbols approved by City in (i) the sale of merchandise at the ~~gift store~~bookstore, (ii) the Friends and Foundation' newsletter and in other correspondence with members and potential members of the Friends and Foundation and (iii) as otherwise approved in advance by the City Librarian. The term of the license shall coincide with the term of the lease of ~~alternative gift store~~bookstore space. Subject to the rent in Section 2.1.3 *(Leased Space -*

Rent), the Friends and Foundation shall own all proceeds from works for hire sold during the term of the lease of ~~alternative gift store~~bookstore space. At the conclusion of that lease, the City shall either (i) purchase from the Friends and Foundation all or a portion of the works for hire that have not been sold in the gift shop for its actual costs in producing the same, or (ii) allow the Friends and Foundation to continue to sell such works for hire outside the leased ~~gift store~~bookstore premises until all such works are sold. The City shall reserve the right to approve the use of City-provided or City-owned logos and any other marks on store merchandise, as the City Librarian, in his or her sole discretion, deems appropriate. All marks, artwork, copy, posters, photographs, videotapes, audiotapes, software, surveys and any other original or other derivative works of authorship created by the Friends and Foundation in connection with the ~~gift store~~bookstore lease and involving or using any City property shall be deemed "works for hire" under 17 U.S.C. §101 and shall be City's property and all rights thereto shall be assigned to the City. The Friends and Foundation shall take such action as is necessary or appropriate to protect the City's right, title and interest in City-owned or City-provided marks. The Friends and Foundation acknowledge that the City seal may not be used on any goods without Board of Supervisor's approval. The Friends and Foundation shall indemnify the City against any claimed infringement of patent rights, copyright, trade secret or other proprietary right or trademark in consequence of its use in the ~~gift store~~bookstore.

2.1.9. Banner. The Friends and Foundation shall have the right to place a banner, at the Friends and Foundation's expense, on the Grove Street side of the Building promoting the ~~gift store~~bookstore to the public. The banner shall be subject to the prior approval of the City Librarian. In addition, the Friends and Foundation shall, at its own expense, obtain any and all required regulatory approvals to place such banner on the Building.

2.1.10. Equipment; Trade Fixtures. The Friends and Foundation shall be responsible for furnishing all equipment, movable personal property and trade fixtures needed to operate the ~~gift store~~bookstore and occupy the office space. Such property shall belong to the Friends and Foundation, unless the Friends and Foundation elects, in its discretion, to donate such property to the City in accordance with applicable procedures for acceptance by the City of gifts.

2.1.11 Reports; Books and Records; Audit. The Friends and Foundation shall establish and maintain at the store or in the office space in the Building proper and accurate books, records, cash receipts and systems of account, and other data pertinent to the reporting of sales. All such records shall be subject to audit and inspection by the

City or its agents. On an annual basis, the Friends and Foundation shall deliver to the Controller and to the City Librarian an independently prepared audit of all of Friends and Foundation's operations, including but not limited to its operations conducted in the ~~gift store~~bookstore space.

2.1.12. Utilities and Services. The City shall provide, at its cost, basic building utilities and services, including electricity, heating, ventilation, air conditioning, and janitorial services, for the uses permitted under the ~~alternative office~~sixth floor office space and ~~alternative gift store~~bookstore space leases, on the same basis as the rest of the Building. The City shall also provide telephone service for the Library-related uses permitted under those leases, provided the phones may not be used for personal phone calls. The Friends and Foundation shall be responsible for providing any security or other services necessary for the operation of the ~~gift store~~bookstore in addition to the base building services. In no event shall the City be responsible for any thefts or losses of store merchandise.

2.1.13. Tenant Improvements. The City shall not be responsible for any costs of installing or constructing any tenant improvements in the leased premises for the Friends and Foundation's use. If the Friends and Foundation construct any additional tenant improvements, the Friends and Foundation shall be responsible for all costs of such improvements and shall follow all applicable City contracting requirements relating to such construction work. Any significant alterations or improvements to the leased premises shall be subject to the approval of the City, acting through the City Librarian and ~~Director of the Department of Real Estate~~Director of Property of the Department of Real Estate ("Director of Property"), in its sole discretion, and shall become the property of City. No approval whatsoever shall be required for improvements which cost less than $5000, do not affect the Building structure or systems, and comply with the City Librarian's guidelines for décor and improvements to the building. With respect to the space on the second floor of the Building that ~~is currently~~ was previously used as office and gift store space by the Friends and Foundation, the Friends and Foundation, in accordance with the requirements of this Section, ~~agree to~~ have already paid $240,000 for tenant improvement costs incurred in remodeling and renovating~~pay for any costs incurred in remodeling and renovating~~ that space.~~, up to a maximum of $250,000, unless otherwise agreed upon in writing by both parties.~~. ~~The Library intends for such space to ultimately be used for Library staff or service purposes.~~The Library is currently using such space for Library purposes and intends to continue using such space for Library purposes.

2.1.14 Repairs and Maintenance. City shall be responsible for repairing and maintaining the structural portions of the Building and the common areas. The Friends and Foundation shall be responsible for maintaining the interior of the leased premises, provided that City shall provide basic janitorial services as provided above.

2.1.15. Insurance and Indemnity. The Friends and Foundation shall, at its expense, maintain liability coverage and other insurance required by the Department of Real Estate and the City's Risk Manager, in accordance with the City's typical requirements for office and retail tenants. Such insurance shall include (i) Commercial General Liability Insurance with limits not less than $1,000,000 each occurrence Combined Single Limit for Bodily Injury and Property Damage, including coverages for Contractual Liability, Personal Injury, Broadform Property Damage, Fire Damage Legal Liability ($50,000), Liquor Liability, Products and Completed Operations; (ii) Business Automobile Liability Insurance with limits not less than $1,000,000 each occurrence Combined Single Limit for Bodily Injury and Property Damage, including coverages for owned, non-owned and hired automobiles, as applicable; and (iii) Worker's Compensation Insurance with Employer's Liability Coverage with limits of not less than $1,000,000 each accident. The general liability and automobile liability policies shall name the City and County of San Francisco, its officers, agents and employees as Additional Insureds and provide that such insurance is primary to any other coverage available to the Additional Insureds. If any of the insurance contains a general annual aggregate limit or a limit that includes legal defense costs, such aggregate limit shall be double the occurrence limits set forth above. All required insurance shall provide thirty (30) days advance written notice to the City at the address for notices to City in this MOU. The Friends and Foundation shall indemnify the City for any and all losses arising out of the Friends and Foundation's use of the leased office or ~~gift store~~bookstore premises, and such indemnity shall not be limited to the amount of its insurance.

2.1.16. Assignment and Subletting. The Friends and Foundation may not assign its interest in the leases of office and ~~gift store~~bookstore space or sublet either of those leased premises or any portion thereof. The Friends and Foundation intend to operate the ~~gift store~~bookstore with Friends and Foundation staff and volunteers. However, subject to the approval of the City Librarian, which approval may be given or withheld in the City Librarian's sole discretion, the Friends and Foundation may subcontract the operation of a ~~gift store~~bookstore ~~kiosk~~.

2.1.17. Employer Taxes and Liability. The Friends and Foundation shall under no circumstances be deemed an employee of the City, and all employees or subcontractors working in the store shall be employees of the Friends and Foundation and not of the City. Friends and Foundation's volunteers working in the store shall not be deemed to be employees of the City, and liabilities arising from the acts or omissions of such volunteers shall be the responsibility of the Friends and Foundation, not of the City. The Friends and Foundation shall be responsible for employer taxes and liabilities.

~~1.2.~~2.2. Board Approval. Once this MOU is approved by the Board of Supervisors, the ~~Director of the Department of Real Estate~~Director of Property -shall be authorized to enter into the office and ~~gift store~~bookstore leases contemplated by, and consistent with the conditions set forth in, this MOU.

~~3. AGREEMENT FOR MARKETING AND EVENTS MANAGEMENT OF SPACE FOR PRIVATE FUNCTIONS AND EVENTS~~

~~3.1. Agreement with Friends and Foundation for Marketing and Events Management of Space in the Building for Private Functions and Events. The Friends and Foundation agree to step into the now-terminated position of the Foundation with the City, acting by and through the Library, and enter into an events management agreement to provide services for the marketing and management of meeting rooms, the auditorium and certain other space in the Building for receptions, private functions and other events (the "Events Management Agreement") in accordance with the terms of this MOU. Where a conflict exists between the terms of the Events Management Agreement and the terms of this MOU, this MOU shall govern.~~

~~3.2. Term. The term of the Events Management Agreement contemplated by this MOU shall be for a period of one (1) year only commencing on July 1, 1999 and terminating on June 30, 2000. The City or the Friends and Foundation may terminate the agreement at any time during the one year term without cause and without penalty, upon giving the other party not less than 90 days' advance written notice. The Friends and Foundation shall have the option to extend the term of the agreement for a period of up to one (1) year, to June 30, 2001, which option may be exercised by giving written notice to the City after June 1, 2000 and prior to June 30, 2001~~~~2000~~~~. Such extension is subject to the approval of the City Librarian, in his or her sole discretion and the appropriation of funds by the Board of Supervisors. In the event the agreement is extended, the City and the Friends and Foundation may modify the compensation provisions of the agreement.~~

~~3.3. Agreement Subject to Board Approval. Once this MOU is approved by the Board of Supervisors, the City Librarian shall be authorized to enter into the Events Management Agreement contemplated by, and consistent with the conditions set forth in, this MOU.~~

43. COMPLIANCE WITH APPLICABLE LAWS, RULES AND REGULATIONS

43.1. City Ordinance Requirements. The Friends and Foundation agrees to comply with each of the provisions set forth in Exhibit B *("Ordinances of the City and County of San Francisco")* and any other applicable City Ordinance, including any applicable provision of the Sunshine Ordinance. In addition, with respect to any lease ~~or events management agreement~~ entered into under this MOU, the Friends and Foundation agrees to comply with all applicable City Ordinances, including any applicable provision of the Sunshine Ordinance. All references to "Contractor" in Exhibit B shall be deemed to refer to Friends and Foundation.

43.2 Compliance with Laws and Regulations. Friends and Foundation, at Friends and Foundation's sole cost and expense, promptly shall comply with all laws, resolutions, regulations, judicial decisions and policies of any municipal, county, state or federal government or other governmental or regulatory authority with jurisdiction over the Friends and Foundation and the Building or any portion thereof, including without limitation, the City (collectively, "Laws") relating to or affecting the condition, use or occupancy of the Building in effect either at the time of execution of this MOU or which may hereafter be in effect at any time during the term hereof, whether or not the same are now contemplated by the parties.

43.3 Rules and Regulations established by the City Librarian and Department of Real Estate. With respect to all of the agreements referred to above for the use of the Building, the Friends and Foundation shall agree to comply with all rules and regulations established by the City Librarian and the Director of Property ~~Department of Real Estate~~ for the Building.

~~5~~4. REPRESENTATIONS AND WARRANTIES

~~5~~4.1 Representations and Warranties of Friends and Foundation. The Friends and Foundation is a non-profit public benefit corporation duly organized, validly existing and in good standing in the State of California. The Friends and Foundation has been organized for the express purpose described in Recital Paragraph C above and is duly maintained as a 501(c)(3) tax exempt corporation.

~~6~~5. POSSESSORY INTEREST TAXES

[This section may be subject to additional revisions by the City Attorney's Office]

(a) The Friends and Foundation, on behalf of itself and any permitted successors and assigns, recognizes and understands that the Friends and Foundation's use of the office and ~~gift store~~bookstore space in the Building under the terms of this MOU, or the documents anticipated hereunder, may create a possessory interest subject to property taxation and the Friends and Foundation, and any permitted successor or assign, shall be responsible for the payment of such taxes, if any, as are lawfully imposed and if no exemption applies.

(b) The Friends and Foundation, on behalf of itself and any permitted successors and assigns, further recognizes and understands that any assignment permitted hereunder and any exercise of any option to renew or other extension of this MOU may constitute a change in ownership for purposes of property taxation and therefore may result in a reevaluation of any possessory interest created hereunder. The Friends and Foundation shall report any assignment or other transfer of any interest in this MOU or any renewal or extension thereof to the County Assessor within sixty days after such assignment, transfer, renewal or extension.

(c) The Friends and Foundation further agrees to provide such other information as may be requested by the City and County of San Francisco (the "City") to enable the City to comply with any reporting requirements under applicable law with respect to possessory interests.

~~7~~6. NOTICES

~~7~~6.1. Notices. Unless otherwise expressly provided herein, any notice given under this MOU shall be effective only if in writing and given by delivering the notice in person or by sending it first-class mail or certified mail with a return receipt requested or by Express Mail, return receipt requested, with postage prepaid, as follows:

City:
San Francisco Public Library
Civic Center – 100 Larkin Street
San Francisco, California 94102
Attn.: City Librarian
Fax: (415) 557-4239

with a copy to:
Real Estate Department
25 Van Ness Ave.
~~San Francisco, California 94102~~
San Francisco, California 94102
Attn: Anthony J. DeLucchi, Director of Property
Fax: (415) 552-9216

Friends and Foundation:
San Francisco Public Library
Civic Center – 100 Larkin Street
San Francisco, California 94102
Attn.: Executive Director
Fax: (415) 557-4375

or to such other address as any party may designate as its new address for such purpose by notice given to the other in accordance with the provisions of this Section at least ten (10) days prior to the effective date of such change. Any notice hereunder shall be deemed to have been given two (2) days after the date when it is mailed if sent by first class or certified mail, one day after the date it is made if sent by Express Mail, or upon the date personal delivery is made. For convenience of the parties, copies of notices may also be given be telefacsimile to the telephone number set forth herein or such other number as may be provided from time to time; however, neither party may give official or binding notice by facsimile.

~~8~~7. GENERAL PROVISIONS

~~8~~7.1. Entire Agreement. This MOU, including the exhibits hereto, which are made a part of this MOU, contains the entire agreement and all of the representations between the parties with respect to the subject matter of this MOU and supersedes all other oral or written agreements between the City and the Friends of the San Francisco Public Library and the Library Foundation of San Francisco. Any prior correspondence, memoranda, agreements, warranties, or written or oral representations relating to such subject matter are superseded in total by this MOU. No prior drafts of this MOU or changes from those drafts to the executed version of this MOU shall be introduced as evidence in any litigation or other dispute resolution proceeding by any party or other person, and no court or other body should consider those drafts in interpreting this MOU.

~~8~~7.2. Amendments. Neither this MOU nor any term or provisions hereof may be changed or terminated, except by a written instrument signed by the parties hereto.

~~8~~7.3. Assignment. The rights under this MOU are personal in character and neither this MOU nor any duties or obligations hereunder may be assigned or delegated by the Friends and Foundation unless first approved by City by written instrument.

~~8~~7.4. Approvals. All City approvals under the agreements contemplated hereby shall be given by the City Librarian except as otherwise specified herein or in the City Charter.

~~8~~7.5. Non-Liability of City Officials, Employees and Agents. No elective or appointive board, commission, member, officer, employee or other Agent of City shall be personally liable to Friends and Foundation, its successors and assigns, in the event of any default or breach by City or for any amount which may become due to Friends and Foundation, its successors and assigns, or for any obligation of City under this MOU.

~~8~~7.6. Conflict of Interest. The Friends and Foundation states that it is familiar with provisions of Section 8.105 of the San Francisco Charter and Section 87100 et seq. of the California Government Code and certifies that it does not know of any facts which constitute a violation of such regulations.

~~8~~7.7. Non-discrimination. The Friends and Foundation shall not, nor shall they permit any operator, assignee, subtenant or licensee to, discriminate against any person or group of persons solely because of race, color, creed, national origin, ancestry, age, sex, sexual orientation, gender identity, disability or acquired immune deficiency syndrome (AIDS) or AIDS related condition (ARC).

~~8~~7.8. Subject to Charter Limitations. Any obligations of the City pursuant to any of the agreements contemplated herein are subject to the budget and fiscal provisions of the San Francisco Charter.

~~8~~7.9. Effect. The parties understand and agree that this MOU is not intended to be, and shall not become, contractually binding on the parties, nor is it intended to create any third party beneficiary rights, except as provided in Section 1 *(Supplemental Funding)* above. Subject to the foregoing, no legal obligations among the parties shall exist with regard to the subject matter hereof, unless and until the parties have negotiated and executed final agreements as contemplated hereby and such agreements have been approved the Friends and Foundation' board of directors and by the City's Board of Supervisors and Mayor, in accordance with applicable laws.

~~8~~7.10. Cooperation. Subject to the terms and conditions of this MOU, the Friends and Foundation and the City, acting by and through the City Librarian and the Director of Property~~Department of Real Estate~~, shall use their good faith best efforts to do, or cause to be done, all things reasonably necessary or advisable to carry out the purposes of this MOU and the uses of the Building contemplated hereby as expeditiously as practicable, subject to all applicable approvals.

The parties hereto have executed this MOU on the day first mentioned above.

FRIENDS AND FOUNDATION OF THE SAN
FRANCISCO PUBLIC LIBRARY,
a California non-profit public benefit corporation

By_______________________________
Its_______________________________

By_______________________________
Its_______________________________

CITY AND COUNTY OF SAN FRANCISCO
SAN FRANCISCO PUBLIC LIBRARY

By_______________________
Susan Hildreth
~~Deputy~~Acting City Librarian

APPROVED AS TO FORM:

LOUISE H. RENNE, City Attorney

By_______________________
Deputy City Attorney

APPROVED:

____
ANTHONY J. DELUCCHI, Director of Property
Department of Real Estate

____
EDWARD HARRINGTON, Controller

10/30/00 DRAFT for review by the San Francisco Public Library Commission
This draft may be subject to further revisions by the City Librarian and the City Attorney's Office.
Changes to the 3/15/00 draft (the draft that was approved by the Commission) are marked below.

~~EXHIBIT A~~

Descriptions of Office And ~~Gift Store~~Bookstore Spaces to be Leased to the Friends and Foundation.

[attached INSERT DESCRIPTIONS]

EXHIBIT B

ORDINANCES OF THE CITY AND COUNTY OF SAN FRANCISCO

PLEASE NOTE: All references to "Contractor" in this Exhibit B shall be deemed to refer to the Friends and Foundation.

I. NONDISCRIMINATION

Contractor Shall Not Discriminate. In the performance of this MOU, Contractor agrees not to discriminate on the basis of the fact or perception of a person's race, color, creed; religion, national origin, ancestry, age, sex, sexual orientation, gender identity, domestic partner status, marital status, disability or Acquired Immune Deficiency Syndrome or HIV status (AIDS/HIV status) against any employee of, any City employee working with, or applicant for employment with Contractor, in any of Contractor's operations within the United States, or against any person seeking accommodations, advantages, facilities, privileges, services, or membership in all business, social, or other establishments or organizations operated by Contractor.

II. FALSE CLAIMS

Any contractor, subcontractor or consultant who commits any of the following acts shall be liable to the City for three times the amount of damages which the City sustains because of the act of that contractor, subcontractor or consultant. A contractor, subcontractor or consultant who commits any of the following acts shall also be liable to the City for the costs, including attorney's fees, of a civil action brought to recover any of those penalties or damages, and may be liable to the City for a civil penalty of up to $10,000 for each false claim:

(a) Knowingly presents or causes to be presented to an officer or employee of the City a false claim or request for payment or approval.
(b) Knowingly makes, uses, or causes to be made or used a false record or statement to get a false claim paid or approved by the City.
(c) Conspires to defraud the City by getting a false claim allowed or paid by the City.
(d) Knowingly makes, uses, or causes to be made or used a false record or statement to conceal, avoid, or decrease an obligation to pay or transmit money or property to the City.
(e) Is a beneficiary of an inadvertent submission of a false claim to the City, subsequently discovers the falsity of the claim, and fails to disclose the false claim to the City within a reasonable time after discovery of the false claim.

III. SUNSHINE ORDINANCE

In accordance with Section 67.24(e) of the S. F. Admin. Code, contracts, contractors' bids, responses to RFPs and all other records of communications between City and persons or firms seeking contracts shall be open to inspection immediately after a contract has been awarded. Nothing in this provision requires the disclosure of a private person's or organization's net worth or other proprietary financial data submitted for qualification for a contract of other benefit until and unless that person or organization is awarded the contract or benefit. Information provided which is covered by this paragraph will be made available to the public upon request.

IV. VIRGIN REDWOOD/TROPICAL HARDWOOD BAN.

City urges Contractor not to import, purchase, obtain, or use for any purpose, any virgin redwood, virgin redwood wood product, tropical hardwood or tropical hardwood wood product.

V. TOBACCO ADVERTISING BAN

Contractor acknowledges and agrees that no advertising of cigarettes or tobacco products is allowed on any real property owned by or under the control of the City, including the property, which is the subject of this MOU. This prohibition includes the placement of the name of a company producing, selling or distributing cigarettes or tobacco products or the name of any cigarette or tobacco product in any promotion of any event or product. This prohibition does not apply to any advertisement sponsored by a state, local or nonprofit entity designed to communicate the health hazards of cigarettes and tobacco products or to encourage people not to smoke or to stop smoking.

EXHIBIT C

CIVIC CENTER RENTAL RATES:

FAIR MARKET VALUE OF OFFICE AND ~~GIFT STORE~~BOOKSTORE SPACE IN THE CIVIC CENTER AS DETERMINED BY THE DEPARTMENT OF REAL ESTATE*

To be updated annually in accordance with Section 2.1.4 *(Leased Space – Fair Market Value of Office Space and Gift Space)

[~~attached~~INSERT Civic Center rental rates as of September 28, 2000]

ity and County of San Francisco

Real Estate Division
Administrative Services Department

MEMORANDUM

Date: September 28, 2000

To: Richard Walsh, Director of Operations and Maintenance

From: Claudine O. Venegas, Senior Real Property Officer

Re: Civic Center rental rates

Civic Center commercial rental rates continue to escalate. The current range is between $42-$55 per square foot, net of services.

Feel free to call me if you have any further questions.

cvh:\libraryquote2

15) 554-9850
AX: (415) 552-9216

Office of the Director of Property
25 Van Ness Avenue, Suite 400

San Francisco, 94102

TOTAL P.02

PRIORITIES/ LEAD STAFF	TIMELINE	STATUS
FUNDING	Oct 2000	Approximately $4,200,000 in Library Improvement Fund.
George Nichols, Finance Director	Dec 2000	Cost estimates received for 1st phase of building modifications from Philip Sowers, Bureau of Architecture (BOA), see attached list.
	Jan 2001	Monies owed to Library by HuberHuntNichols (HHN) (+$60,000) spent.
	Feb 2001	Supplemental budget request for 1st phase of building modifications presented to Commission to be forwarded to Board of Supervisors.
		• If branch bond passes in November, approximately $10,000,000 is designated for Brooks Hall and Support Services Center funding.
BUILDING CLOSE-OUT ISSUES	Ongoing	Door stop for the Main staircase glass doors installed, with more on the way.
	Dec 2000	Public lockers at Grove Street entrance replaced by new Book-Bay kiosk.
Rich Walsh, Operations & Maintenance Director	Jan 2001	HHN projects completed: skateboard bumps for Larkin and Fulton sides of building, shades and window filters for Skylight Gallery on 6th floor, additional handrails for atrium area, and replacement signs for low stacks.
Ned Himmel, Chief of Main		
BROOKS HALL	Ongoing	Meetings with DTIS and BOA re: DTIS priorities for space and Library's service plan. DTIS wants to put cable TV studio, web center, and video storage facility in Brooks, as well as tie-in with San Francisco archives and document center.
Susan Hildreth, Acting City Librarian		
	Spring 2001	Library/DTIS/BOA plan completed, with further action pending Commission review and funding.
		• Passage of bond in November will have major impact on possibilities for Brooks.
ALTERNATE LOCATION NON-PUBLIC SERVICES	Completed	Space analysis of Technical Services, with a recommendation of at least 20,000 square feet needed.
	Completed	Survey of available properties, both private and city-owned, in the near area, but nothing identified that met Library needs. Smaller sites are leasing at around $50 per square foot per year.
Vivian Pisano, Chief of Technical Services	Dec 2000	Survey of potential sites in locations other than Civic Center.
Rich Walsh		• Passage of bond and possible uses of Brooks Hall will directly affect further action.

WAYFINDING/ SIGNAGE	Ongoing	Borrower Services sign added and other changes made to improve look of signs, as well as looking for other temporary "fixes" around the building.
Ned Himmel	Oct 2000	New location codes for Main incorporated into DRA, library's online catalog.
Vivian Pisano	Nov 2000	RFP for signage design and implementation issued.
	Jan 2001	Low stack end signs installed.
	Spring 2001	Signage production estimates included in supplemental budget request.
BORROWERS' SERVICES/ATRIUM	Ongoing	1st Floor Staff taskforce meetings (representatives from Borrower Services, Audio-Video, Information Services, Sorting Room, Interlibrary Loans, and Chief of Main) to brainstorm ideas for ways to improve services on the 1st Floor. Analyzing brainstormed ideas against criteria to narrow choices.
Ned Himmel	Oct 2000	Time/motion study initiated to see how a new design could improve efficiency and decrease repetitive stress injuries, as well as eliminate tasks not really needed.
	June 2001	Report with recommendations issued.
COLLECTION ASSESSMENT	Ongoing	Community Redistribution Program in Brooks Hall. Library materials weeded from branches and main are considered for internal redistribution, then offered to institutions and community groups.
Roberto Esteves, Chief of Information & Resource Mgmt	Oct 2000	Recycling program of out-of-date and physically damaged books begins.
	Fall 2000	Contract with OCLC finalized to provide an automated analysis of the collection by subject and age of materials.
Ned Himmel	Jan 2001	OCLC provides training to staff to begin an analysis of the collection's strengths and weaknesses.
	Jan 2001	German library school intern creating a database of periodical holdings by subject, neighboring library holdings, indexing, and full-text availability. Over 1,000 titles now entered. Anticipate 2,500 titles entered when internship is over in Jan 2001. This database will support effective decisions on retention and storage issues.
	2001	Library's collection development plan revised.

FRONTS Ned Himmel		... 6 Dewey runs into one for easier ac[illegible] and identification of duplicate [illegible]space for the shift occurred when materials were moved to [illegible]oks Hall and 4th floor materials then housed on the 3rd floor were moved up to 4, bringing the 4th floor collection together for the first time since the New Main opened.
	Ongoing	Shelving for periodical holdings in Brooks reconfigured to allow for back files from Main to move into Brooks.
	April 2001	Documents collection weeded. Compact storage area on the lower level, L37, no longer used to house documents, will provide secure storage for some valuable collections now in Brooks.

Building Modifications
1st Phase

1. **Loading Dock**

   One of the loading docks must be changed from a hinged flap to an elevator type to service smaller trucks and vans. The 13' 6" clearance height for large trucks is compromised by the rolling grille enclosure. The turning radius on the pedestrian ramp is too tight for use by regular size book trucks.

2. **Repeater**

   A radio signal retransmission system is needed to ensure that communication radio signals are transmitted to all parts of the building.

3. **Doorstops and Door Holders**

   Heavy glass doors have broken doorstops throughout the building. Some rated doors that need to stay open do not have hard-wired magnetic hold open hardware. Some back of house doors need vision panels. (Bureau of Architecture has supplied the Library with a new type of doorstop. Library engineers have installed a sample doorstop and they are reviewing the durability of this product.)

4. **PA System**

   PA in public areas utilizes speakers located above the ceilings. The speakers are part of the sound-masking system. Announcements are too low or muffled in many areas. Back-of-house areas have no PA system. (Bureau of Architecture has determined solution and has acquired a proposal from the communications company.)

5. **Wood-Veneered Table Tops**

   Damaged or vandalized table tops cannot be repaired satisfactorily. Solutions need to be explored to determine durable and attractive table top replacement.

6. **Elevator Tank Cooler**

   Installation of an oil cooler for the elevator that services LL, 1st and 2nd floor. (Bureau of Architecture has determined solution and has acquired a proposal from elevator company.)

7. **6th Floor Lockers**

   Remove lockers on the sixth floor and convert the area to an attractive exhibition use. Possible installation of display cases.

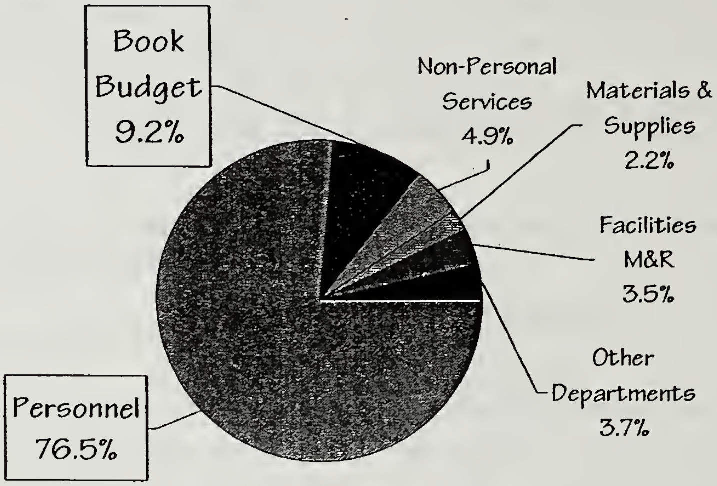
RW 9/29/00

BUDGET PLANNING WORKSHOP

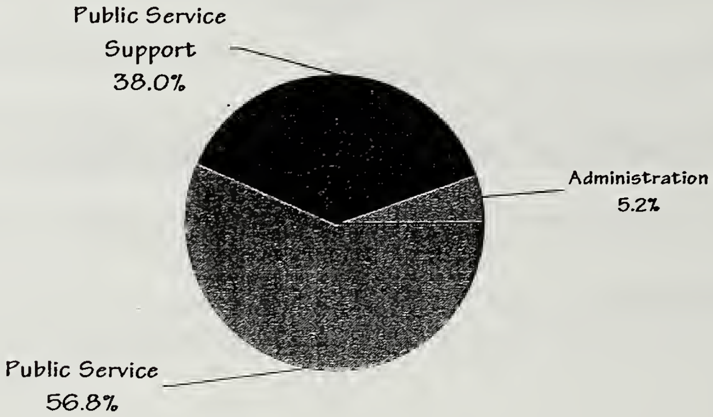
LIBRARY COMMISSION
October 3, 2000

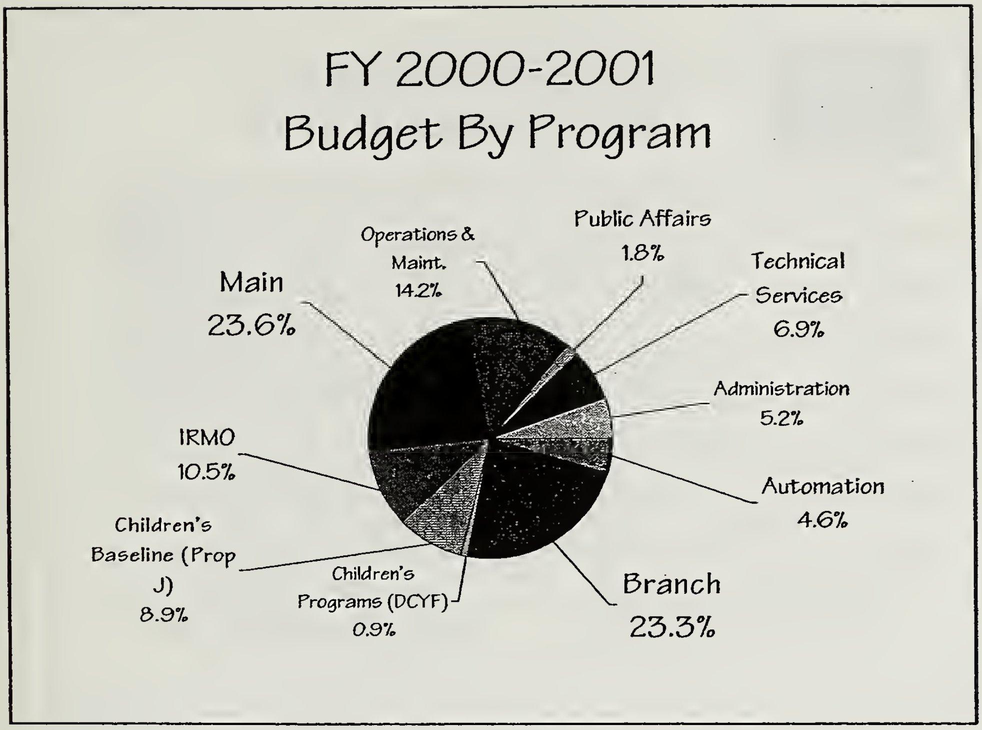
- Current Year Budget
- Revenue Estimates
- Baseline Budget & Adjustments
- Construct. Improvement Fund
- Q & A

FY 2000-2001
Budgeted Expenditures

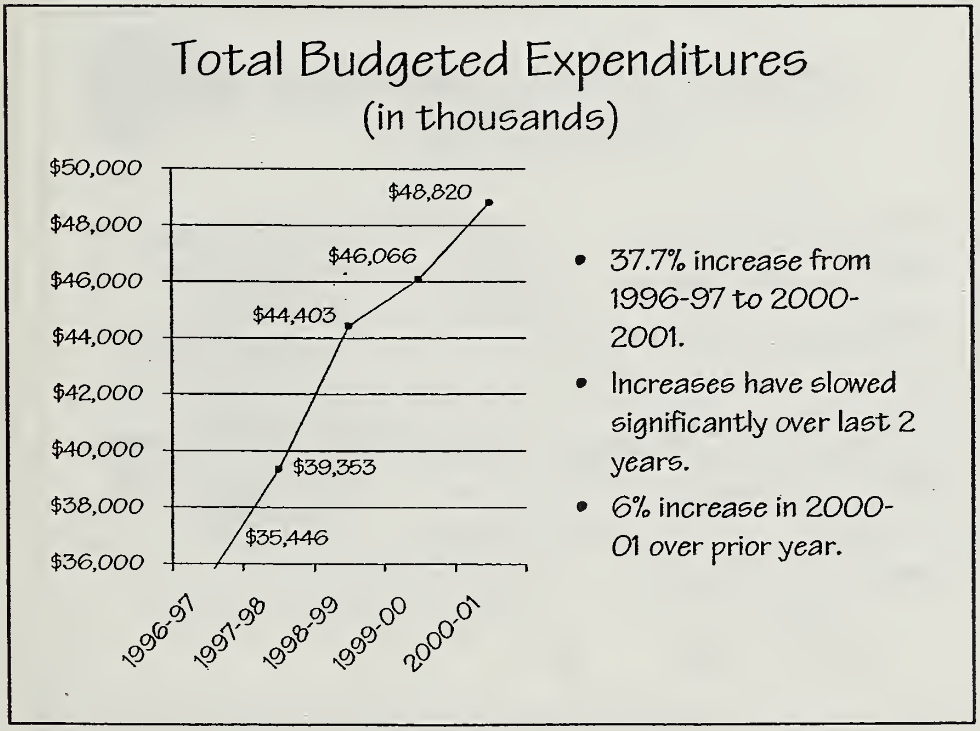


FY 2000-2001 Budget By General Use



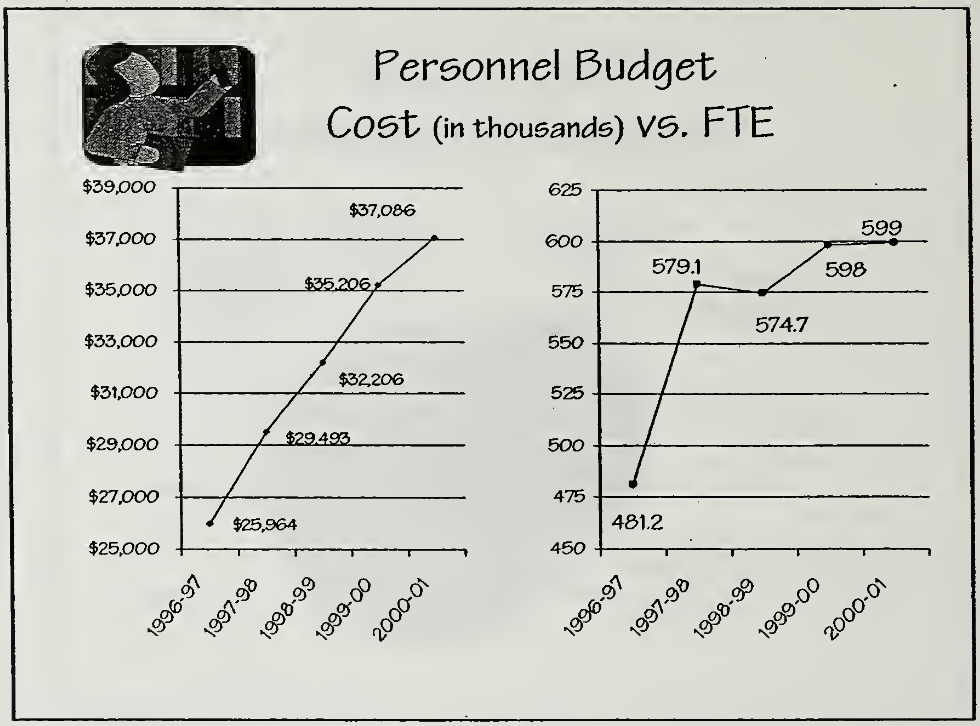


FY 2000-2001
Budget By Program

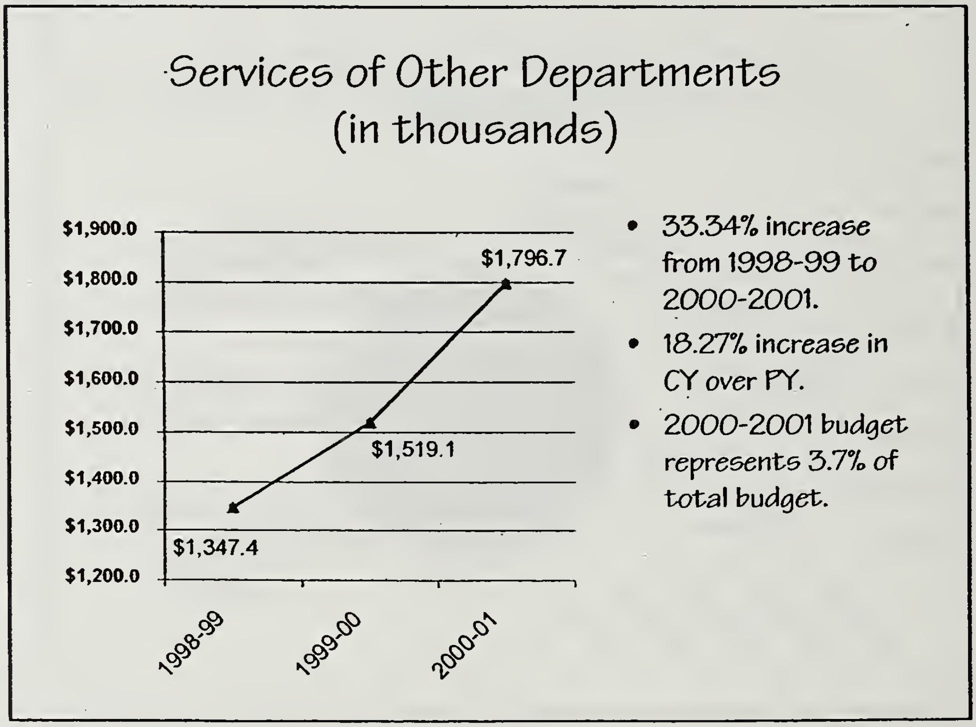


Total Budgeted Expenditures
(in thousands)

- 37.7% increase from 1996-97 to 2000-2001.
- Increases have slowed significantly over last 2 years.
- 6% increase in 2000-01 over prior year.



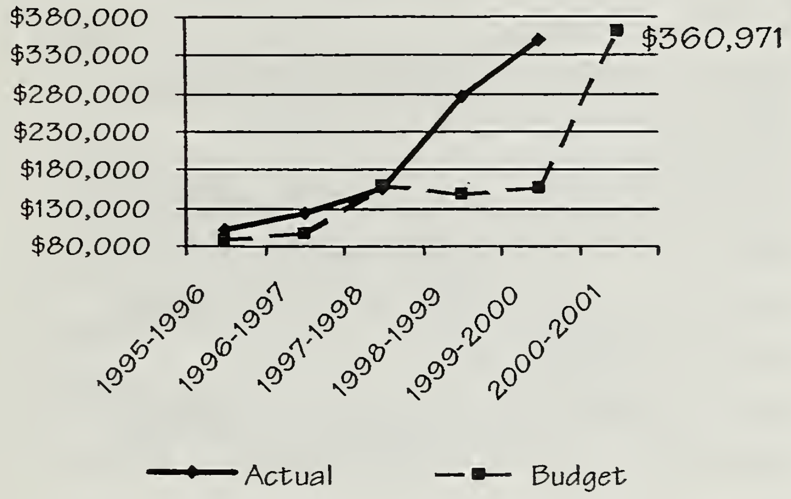
Personnel Budget
Cost (in thousands) vs. FTE



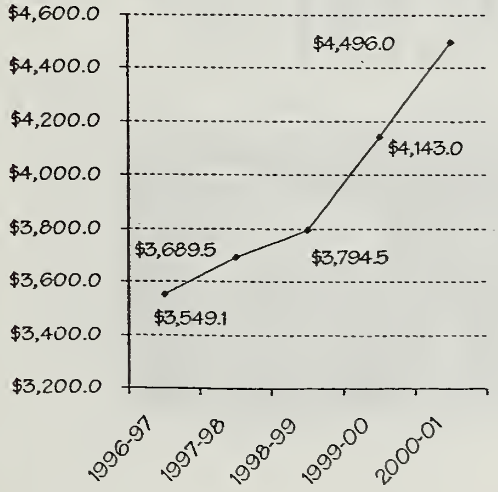
Services of Other Departments
(in thousands)

- 33.34% increase from 1998-99 to 2000-2001.
- 18.27% increase in CY over PY.
- 2000-2001 budget represents 3.7% of total budget.

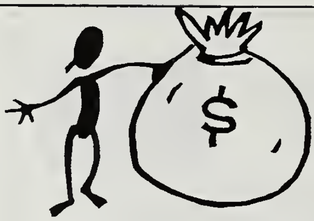
Worker's Comp. Costs



Book Budget (in thousands)



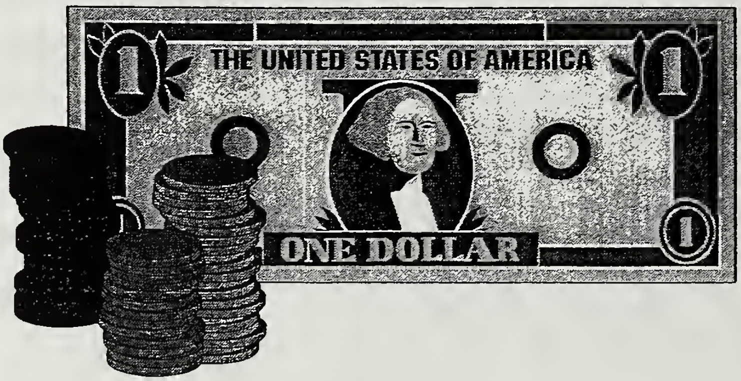
- 26.7% increase from 1996-97 to 2000-2001.
- 8.5% increase in CY over PY.
- 2000-2001 budget represents 9.2% of total budget.



Expenditure Issues

- Labor Costs have consistently made up approximately 75% of our budget.
- The Book Budget has been increased at a higher rate than Total Expenditures.
- Services of Other departments will likely continue to increase.
- Total Expenditures budgeted is slowing down as revenue increases slow.

REVENUE



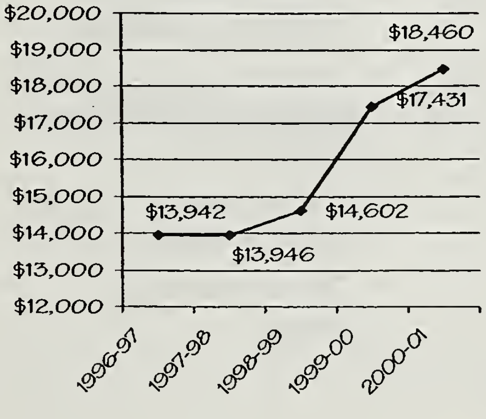
THE UNITED STATES OF AMERICA
1
1
1
ONE DOLLAR

Revenue Sources

- LIBRARY PRESERVATION FUND
  - Property tax set-aside (2½ cents per $100 of assessed value)
  - General Fund contribution (fixed percent of citywide GF appropriations)
- GRANTS, GIFTS, BEQUESTS
- LIBRARY PRSRV FUND RESERVES
- DOCYF (Dept. Children, Youth, Families)
- GENERAL FUND SUBSIDY

Prop E: Dedicated Property Tax

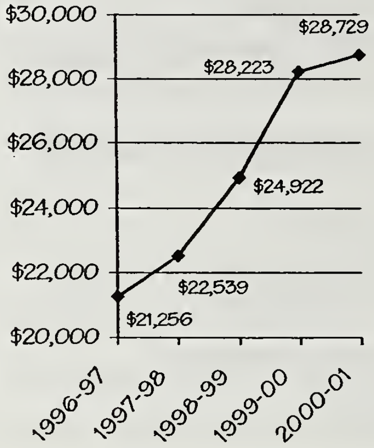
Budgeted Revenue (thousands)



- 25% increase from 1996-97 to 1999-00.
- Largest increase between 1998-99 and 1999-00 (19.4%).
- 5.9% increase from 1999-00 to 2000-01.
- Excludes allocations from the Library Preservation Fund reserve.

PROP E GENERAL FUND CONTRIBUTION

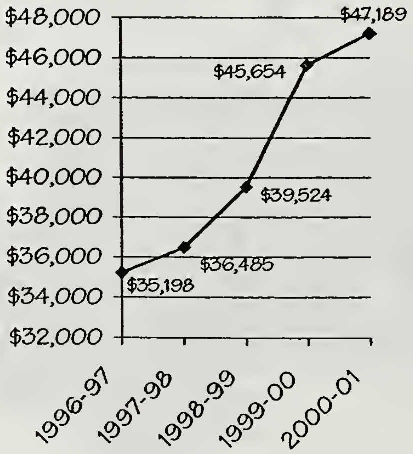
Budgeted Revenue (thousands)



- 32.8% increase from 1996-97 to 1999-00.
- Largest increase between 1998-99 & 1999-00 (13.2%).
- 1.8% increase from 1999-00 to 2000-01.
- GF contribution includes Public Library Fund State Grant, fine, fee, & other miscellaneous revenue.

PROP E ALL SOURCES

Budgeted Revenue (thousands)



- 29.7% increase from 1996-97 to 1999-00.
- Largest increase between 1998-99 and 1999-00 (15.5%).
- 3.4% increase from 1999-00 to 2000-01.
- Rate of growth has slowed.

SUMMARY

- Between 1996-97 and 1999-00, revenue grew 29.7%.
- Largest growth (15.5%) occurred between 1998-99 and 1999-00.
- The current year budget (2000-01) anticipates growth of only 3.4%. Dedicated property tax increased 5.9%; General Fund increased by 1.8%.
- Growth has been phenomenal since the advent of Prop E, but the rate of growth appears to be slowing.
- Anticipate similar growth in FY 2001-02. A 3.4% increase will provide $1.590 million.

BASELINE BUDGET

ONE-TIME COST ADJUSTMENTS

• Branch Electrical Upgrades	$ 500,000
• Technology Initiatives	$ 600,000
• Branch Roofing Projects	$ 250,000
• Branch M&R	$ 240,000
• Equipment	$ 120,000
• Ingleside FF&E	$ 49,000
• PCs for Ortega/Richmond Br.	$ 20,000
• Tool Lending Center	$ 359,000
• Total	$2,138,000

How much more will we have next year?

Baseline revenue (FY 2000-01)	$47,260,000
3.4 percent increase	1,590,000
Reserve Allocation	691,000
Total Estimated Revenue	$49,541,000
Current Budget (FY 2000-01)	$48,060,000
Less One-time Costs	- 2,138,000
Baseline Budget	$45,922,000
Budget Change (Revenue less Budget)	$3,619,000

Projected FY 2001-02 Budget

Baseline Budget	$ 45,922,000
Budget Change	3,619,000
Projected Budget*	$49,541,000

* based on 3.4% revenue growth and $691,000 allocation from the Library Preservation Fund reserve.

Preliminary Budget Goals

- Develop budget consistent with Prop E revenue target (Mayor's policy).
- NO GENERAL FUND SUBSIDY.
- Plan spending proposals totaling $3.619 million.
  - Priorities -- Cover COLAs, increase the book budget, continue technology initiatives started in FY 2000-01, and continue funding for branch maintenance & repair.
  - After funding priorities, plan additional expenditures up to $3.619 million based on Administration's proposals and Commission's direction.
- Plan additional expenditures in the event higher than anticipated revenue materializes.
- Maintain $1.2 million reserve in the Library Preservation Fund (2.5%).

FY 2001-02 FUNDING PRIORITIES

Baseline Adjustments (Non-discretionary)

- Salary & fringe COLAs
- Full year costs/Salary Step Increase
- Operating cost COLAs (i.e., work orders)

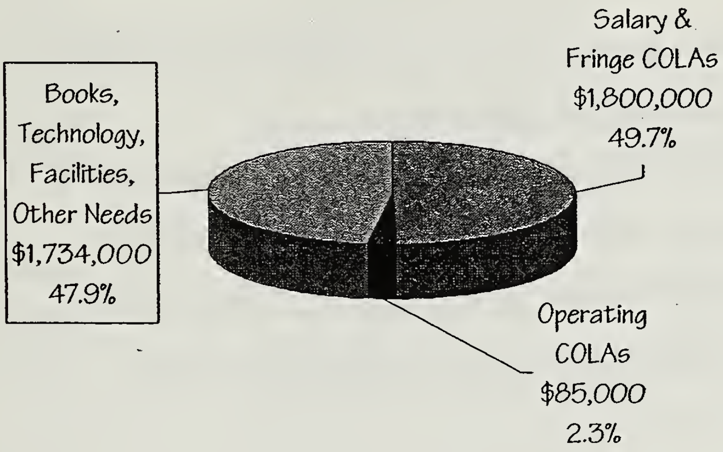
Policy Adjustments (Discretionary)

- Increase the book budget
- Continue technology upgrades (Phase 2).
- Continue to budget funds for Branch facilities M&R.
- Other needs.

FY 2001-02 Est. Budget Changes

	BASELINE ADJ.	POLICY ADJ.	Total
Salary & Fringe COLAs (3.5%)	$1,300,000		$1,300,000
Annualized Costs, Step Increases	$500,000		$500,000
Operating COLAs	$85,000		$85,000
Other Priorities & Needs • Increase Book Budget • Technology Initiatives – Phase II • Branch System M&R • Other		$1,734,000	$1,734,000
TOTAL	$1,885,000	$1,734,000	$3,619,000

How we would budget $3.619 million



Budget Change Concepts

- Each division prepared and submitted budget change concepts.
- Proposals currently under review.
- Recommendations will be influenced by outcome of November election.
- Recommendations will be forthcoming in November.

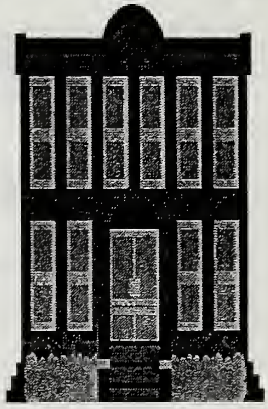
- Requests totaled $4.6 million.

- Workload/Staffing Needs
- Program Enhancements
- Equipment & Materials
- Facilities Maintenance
- Collection Budget
- Technology Enhancements

Strategic Directions/Objectives

- Improve or enhance services to the public.
- Enhance the collection.
- Meet the needs of diverse neighborhoods.
- Provide life-long learning opportunities.
- Services and resources for SF's youth.
- Provide access to facilities & services.

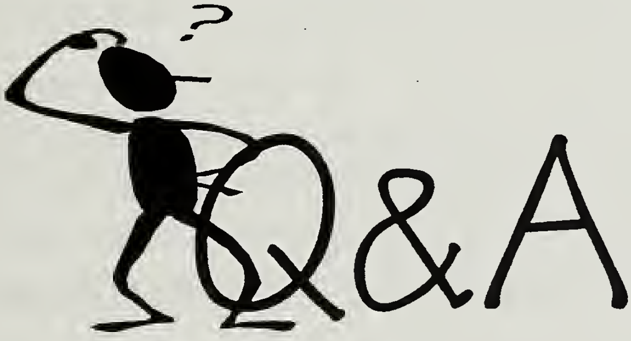
Library Improvement Fund



- Enacted in 1988 to construct new Main Library and to renovate Branch Libraries.
- Sources include Prop. A Bond Funds and interest, ESP I/II, State and Federal Grants, & miscellaneous grants.
- Projects completed include Main, Chinatown, and Mission Branch Libraries, earthquake retro-fit and ADA improvements at Presidio, Sunset, and Park Branch Libraries.
- $4.286 million currently unallocated & available for appropriation.

PROCESS DATES

• October	Commission Budget Workshop
• November	Election
	Budget Update for Commission
• December	Mayor's Budget Instructions Issued.
• January	Controller's Revenue Projection (6th Mo. Rpt.)
	Recommendations to Commission
	Prepare Phase B Budget
• February	Submit Phase B Budget to Mayor/Controller
• March/April	Finance Office Vacations
• May	Mayor releases budget to Board of Supv.
• June	Board Finance Committee Hearings
	Budget Analyst's Review/Recommendations
• July	Board of Supvs. Vote on Budget



3/00
draft

DRAFT

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DOCUMENTS DEPT.
DEC 04 2000
SAN FRANCISCO
PUBLIC LIBRARY

Willie L. Brown, Jr.
Mayor

Charles A. Higueras, A.I.A.
President

Carol Steiman
Vice President

Helen Marte Bautista
Lonnie K. Chin
Steven A. Coulter
Fran A. Streets
Darian W. Swig
Commissioners

Susan Hildreth
Acting City Librarian

Michael Housh
Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Draft Minutes of the regular meeting of Wednesday, November 8, 2000

The San Francisco Public Library Commission held a regular meeting on Wednesday, November 8, 2000 in the Koret Auditorium, Main Library.

The meeting was called to order at 4:10PM by President Charles A. Higueras, A.I.A.

The following members were noted present: President Higueras and Commissioners Bautista, Chin, Steiman, and Streets.

The Secretary noted Commissioners Coulter and Swig were excused attendance.

President Higueras noted that item #6 on the agenda would be moved forward to be the third item that the Commission would address.

Agenda Item #1 APPROVAL OF THE MINUTES OF THE OCT. 3, 2000 REGULAR MEETING

Public comment on Agenda Item #1 APPROVAL OF THE MINUTES OF THE OCT. 3, 2000 REGULAR MEETING

Mr. Peter Warfield requested greater specificity in the Minutes. Mr. Warfiled observed that not all Commissioners' requests noted in the Minutes were reported in bold type as requested.

Commission comment on Agenda item #1 MINUTES OF THE OCT. 3, 2000 MEETING

The Commissioners requested no changes in the proposed Minutes

MOTION: by Commissioner Chin, seconded by Commissioner Steiman for approval of the Minutes of the regular Commission meeting of October 3, 2000.

ACTION: Aye 5-0 (Bautista, Chin, Higueras, Steiman, and Streets)

AGENDA ITEM #2 ACTING CITY LIBRARIAN'S REPORT

President Higueras noted that Acting City Librarian Susan Hildreth had been selected for special recognition, receiving the Municipal Fiscal Advisory Committee Managerial Excellence Award as one of the top five City Department Managers this year.

Acting City Librarian Susan Hildreth noted that the litigation report mentioned in the agenda would not be given at this meeting. Ms. Hildreth then described in some detail improvements being made: roof repairs at the Bernal Heights Branch Library, exterior painting at the West Portal Branch, and new public computer furniture for the Presidio,

Portola, Golden Gate, Western Addition, Glen Park, Eureka Valley, and the Visitacion Valley Branches. In addition, Ms. Hildreth reported that the Visitacion Valley Branch would be closed on November 16 and 17 to permit electrical upgrades needed to accommodate the new equipment.

Ms. Hildreth informed the Commissioners that she had donated a $1500 cash prize received as part of her Municipal Fiscal Advisory Committee Managerial Excellence Award to the San Francisco Public Library's Staff Training Fund. Ms. Hildreth announced that Library's share of the John B. Fortunio Bequest would amount to $159,000 to be used for purchase of books, capital improvements, improvement of library facilities, and purchase of audio visual equipment. The Acting City Librarian also noted that the late Mayor George Christopher had willed the Library all of his public papers and historic memorabilia.

Ms. Hildreth reported that Mayor Brown, in response to inquiry from the Commission, had extended her appointment as Acting City Librarian until such time as a permanent City Librarian was appointed.

Public comment on Agenda Item #2 ACTING CITY LIBRARIAN'S REPORT:
An anonymous member of the public expressed regret at not hearing the litigation report, and observed that the anonymous member of the public was unaware of any Commission action concerning extension of the Acting City Librarian's tenure.

Commission comment on Agenda Item #2 ACTING CITY LIBRARIAN'S REPORT

The Acting City Librarian proposed to bring a report to the Commission outlining a spending plan for the $159,000 Fortunio Bequest in response to questions by Commissioner s Streets and Bautista.

Agenda Item #6 –LIBRARY AFFINITY CENTERS UPDATE REPORT

Acting City Librarian Susan Hildreth introduced Mr. Ned Himmel, Chief of the Main Library, who provided the Commissioners with a brief overview of recent Affinity Center activities and then introduced center staff for more detailed presentations on the centers not discussed in detail at the April Commission Meeting. Mr. Alvaro Sanabria, Head of the International Center, made a presentation on the Filipino Center. Mr. Sanabria described the expansion of the center's collections, both reference and circulating materials in English and the several Filipino languages relating to the Filipino American experience. Mr. Sanabria reported on the extensive series of programs and exhibits conducted by Ms. Estella Manila, the Filipino American Center Librarian since its opening in 1996. He also reported that the center's unique collections on Filipino materials have become a valued reference resource nationally. Mr. Sanabria briefly noted Filipino resource materials in other Library collections and at the branches and then outlined several initiatives, including acquiring a dedicated computer of the center, to further expand the outreach of Filipino American Center.

Mr. Himmel then introduced Ms. Doris Tseng, Librarian of the Chinese Center who gave an overview of the history and collections in the Chinese American Center. Ms. Tseng

described relationships with the Shanghai and Taipei Sister City Libraries, the extensive array of Chinese language and bilingual author presentations, exhibitions, and programs, and the on-going collection development efforts underway at the Chinese American Center. Ms. Tseng then described the extensive use of Center facilities, including its two dedicated Chinese/Japanese/Korean language computers, and described areas where she believed improvement could be made. Mr. Himmel additionally pointed to the unique and highly popular Chinese language Internet training program that Ms. Tseng had created for the Center.

The Chief of the Main then discussed briefly the history and collections of the African American Center and introduced Mr. Stuart Shaw, recently hired to be Librarian for the African American Center. Mr. Shaw then described the African American and Africa related materials in the Center's collections and their use as a reference collection. Mr. Shaw discussed his goals including more staffing in the center, obtaining a dedicated computer for the center, strengthening ties to the African American Center's affinity group, and building relationships with African American community organizations.

Mr. Himmel next introduced Ms. Terry Gwiazdowski, who gave an update on recent programs and exhibitions at the Stegner Environmental Center. Ms. Gwiazdowski reported on recent gifts to support the center's work and some of the programs made available through this support. Ms. Gwiazdowski also described a planned "environmental writers in residence" program at the Stegner Center.

Mr. Himmel reported that all of the Affinity Centers were developing detailed service plans. He also noted that efforts were being made to contact all of the affinity group members to ascertain their interest in and willingness to provide additional volunteer assistance to the various centers.

Public comment on Agenda Item #6 LIBRARY AFFINITY CENTERS UPDATE REPORT

None offered.

Commission comment on Agenda Item #6 – LIBRARY AFFINITY CENTERS UPDATE REPORT

In answer to a question by Commissioner Chin, Ms. Tseng noted that the Chinese Center was a major research resource for students and that expanding that role was a priority goal of their programming. Responding to comments by President Higueras, Mr. Himmel discussed the inter-relationships between the reference and circulating collections in the Centers and specialized reference and circulating collections available in branch libraries. He further discussed issues involved in how to balance the resources available among the centers and also develop services throughout the library system. President Higueras suggested that development of a long-range comprehensive plan might be the most effective way to bring all of the center programs along together. Commissioner Bautista requested that Affinity Center groups prepare proposals setting out their goals for future development. She noted that creating parity in resources such as computers, staffing, and availability of

The number of members of the public who spoke anonymously at this meeting. 1

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

Commissioner Bautista suggested using some of the funds available in the Fortunio Bequest to help provide additional resources for some center needs. In response to Commissioner Streets comments concerning the direction being taken by the African American Center, Mr. Shaw described planned programming and exhibits sponsored by the Center. Mr. Himmel provided additional background on programming offered through the African American Center and concerning ways to better-involve community supporters of the Center. Commissioner Bautista expressed concerns that all of the affinity centers operate at parity in resources available and programs that they are able to offer to their communities. The Acting City Librarian discussed efforts to include affinity centers as an important program element in the development of the library's overall strategic plan and noted with regard to staffing that parity had already been effectively achieved.

Agenda Item #3 CITY LIBRARIAN SEARCH PROCESS

The Acting City Librarian outlined a possible process to be used by the Commission in conducting a search for a permanent City Librarian. Ms. Hildreth recommended creation of a Selection Committee of the Commission to oversee the search process. She further suggested use of a professional search firm with specific experience with libraries to conduct an extensive search for candidates, conduct national advertising campaign, develop position criteria after consultation with various stakeholder groups, and identify candidates for Commission consideration. Ms. Hildreth reported that Commissioners Steiman, Coulter, and Swig had indicated willingness to serve on such a search committee.

Public comment on Agenda Item #3 CITY LIBRARIAN SEARCH PROCESS

Mr. Andre Spearman, Local 790, urged that line Library staff be permitted to interview the finalists being considered for City Librarian and that members of the public have opportunity to offer comments on the candidates for City Librarian. An anonymous member of the public observed that it was not unprecedented that line staff be involved in the City Librarian selection process, and suggested that previous experiences in selecting City Librarian had been problematic. The anonymous member of the public additionally noted that the entire public is a stakeholder in the City Librarian selection process, and that the Commission would benefit from considering the problems with previous efforts.

Commission comment on Agenda Item #3 CITY LIBRARIAN SEARCH PROCESS

President Higueras outlined how he would expect a Commission Search Committee would conduct itself and requested that it make regular reports to the full Commission. In response to a question by Commissioner Bautista, Vice President Steiman suggested that information concerning professional criteria and special qualifications that might be desirable in a candidate for City Librarian would be issues brought to the full Commission by the Search Committee. The Acting City Librarian proposed to provide copies of previous City Librarian job descriptions to the Commission. In response to a question by Commissioner Streets, Ms. Hildreth reported that the funds previously set aside to fund a City Librarian search process had not been continued in the budget. Ms. Hildreth estimated

the cost of the search at $25,000 to $30,000 not including any travel for candidates. In response to questions by Commissioner Streets, the Acting City Librarian described various professional search firms available for such a fee, which had inquired about the possibility of conducting the search. President Higueras requested that Vice President Steiman move forward with developing a meeting schedule for the proposed Search Committee.

Agenda item #4 - FRIENDS AND FOUNDATION MOU

The Acting City Librarian discussed the changes included in the revised version Memorandum of Understanding (MOU) between the Library and the Friends and Foundation of the San Francisco Public Library. Ms. Hildreth called attention to an increase in the Friends and Foundation annual minimum contribution level from $200,000 to $300,000. She noted that the effective date of the MOU would be backdated to begin on June 30, 1999 and ending on June 30, 2004. Ms. Hildreth reported that the lease for Main Library 6th floor office space would begin on Sept 12, 2000 and end on June 30, 2004 without option for renewal. Regarding the proposed Friends and Foundation Bookstore lease, Ms Hildreth reported that it could be extended beyond the end of the term of the MOU until June 30, 2009 and for as long afterward as was found to be beneficial to the Library and the Friends and Foundation.

The Acting City Librarian described changes in how names from library patron database could be made available as a resource for the Friends and Foundation to encourage support for the Library. Patrons would be asked at library card renewal to indicate if they wished to receive information from the Friends and Foundation or not. Only those volunteering to receive information would be made available to the Friends and Foundation. Ms. Hildreth estimated it might take two years given the usual library card renewal cycle to fully implement this new process.

The Acting City Librarian outlined another change from the previous versions of the MOU regarding clarification of gifts of services (eg. Friends and Foundation paid staff in supportive roles in the Hormel and Stegner Centers). She emphasized that nothing in the MOU could result in any lay off of city employees or the holding of any library position vacant. Ms. Hildreth noted that all references to the previous Events Management program had been deleted as those activities had been discontinued. She also pointed out that the proposed increase to $25,000 in the level of gifts which the City Librarian could accept from the Friends and Foundation without Board of Supervisors approval had reverted to the standard $5,000. The Acting City Librarian finally outlined a likely schedule to bring the proposed MOU to the commission and the to the Board of Supervisors for their approval.

Public comment on Agenda item #4 - FRIENDS AND FOUNDATION MOU

An anonymous member of the public commented that state law did not allow providing patron record information and that changing past practice to a voluntary approach was only a partial remedy to this problem. Mr. Ed Regan requested that the Friends and Foundation provide a list available to the public of all programs they

The number of members of the public who spoke anonymously at this meeting. 1

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had been very busy in obtaining a 75%+ vote in favor of approval of Prop. A (Branch Library Improvement and Construction Bond 2000) and that the revised MOU would be considered by their Board and any comments would be brought back to the Commission.

Commission comment on Agenda item #4 – FRIENDS AND FOUNDATION MOU

In response to a question by President Higueras, the Acting City Librarian agreed that the proposed timeline for Commission action and Board of Supervisors approval of the draft MOU might be too ambitious. She observed that it could be December or January before it could be brought back to the Commission for its approval given the issues remaining to be clarified. Deputy City Attorney Adine Varah informed President Higueras that the Office of the City Attorney had looked into the proposed use of patron record information and had advised the Acting City Librarian on it and that the proposal fully complied with state and local law. In answer to questions by Commissioners Chin and Streets, Ms. Hildreth clarified that at the end of the lease period the Friends and Foundation use of office space in the Main Library would end and that space could then be used for Library purposes. She further noted that the end of the use of space in the building might negate the need for a formal MOU and that gifts from the Friends and Foundation are not included in the Library's city budget. Ms. Hildreth reported over $2 million in gifts from Friends and Foundation for 2000/2001.

Agenda item # 5 – CHILDREN AND YOUTH SERVICES REPORT

Ms. Toni Bernardi, Chief of Children and Youth Services for the Library gave the Commissioners an update on recent activities in her department. She reported that the Summer Reading "Reading is Magic" and "Reading 2000" program had been an outstanding success with 10,056 participants of whom 42% completed the entire program. Ms. Bernardi reported that this year's "KidPower" program had provided 525 volunteer youth with 8,905 hours of work experience helping the Library. She also described an array of 206 library programs supported by gifts from the Friends and Foundation targeted for low-income children and youth, which had served 12,432 children and their caregivers. Ms. Bernardi described a series of special library programs: Walt Anthony doing "Harry Potter" magic, John O, a Cajun musician for a Flavor of New Orleans, and Japanese folk tales. Ms Bernardi then recognized the important support provided to the Library's children and youth programs in addition to the Friends and Foundation. She recognized institutions and organizations such as the Bay Area Discovery Museum "Zeum", the Young Audiences program of the Bay Area, the San Francisco Ballet which donated tickets to its performance of the "Nutcracker", and Oakland A's, as well as the Shorenstein Hays-Netherlander Organization.

Ms. Bernardi informed the Commissioners that the theme for next year's Summer Reading program would be "Coil Up With a Good Book". She next described an expansion of our very popular "High School and Beyond" program begun with funds obtained through a Carnegie Grant and continued with support from the Friends and Foundation to help young people with filing out forms, achievement tests, and academic and career preparation. Ms. Bernardi outlined how from this beginning a very promising

partnership with a Bay Area Consortium was being developed to use the Main Library 3rd floor Educational Resource Center as a major Bay Area resource for efforts to assist teens prepare for and get into college or prepare for a career. Ms. Bernardi then discussed in some detail an innovative online one-on-one tutoring program that was being tested in three branch libraries, the Western Addition, Chinatown, and Mission branches. The program is for real time tutoring and is based on a very successful model at the Boston Public Library and offers a method of maximizing the in-depth educational potential of our computers. Ms. Bernardi said a thorough evaluation will be done after the program to prove whether nor not this model could be a useful new approach.

Public comment on Agenda item # 5 – CHILDREN AND YOUTH SERVICES REPORT

None offered

Commission comment on Agenda item #5 CHILDREM AND YOUTH SERVICES REPORT

Commissioner Bautista lauded the outstanding work accomplished through the Summer Reading programs. Commissioner Steiman requested that Ms. Bernardi inform the Commission of the result of the online tutoring program. In response to a question by Commissioner Chin, Ms. Bernardi discussed how the age ranges of the students using the online tutoring program were set. In response to a question by President Higueras, Ms. Bernardi outlined how she planned to expand the college/career counseling programs as they became better known and more in demand.

AGENDA ITEM #7 FRIENDS AND FOUNDATION REPORT

Friends and Foundation Executive Director Chuck Forester offered his congratulations and thanks to all those who joined with the Friends and Foundation led effort which won a 75.2% vote in support of Prop. A, the Branch Library Bond proposal. He noted that this was a strong vote of confidence by the voters in our libraries and the Library Administration's effort to preserve and improve out branch libraries.

Public comment on AGENDA ITEM #7 FRIENDS AND FOUNDATION REPORT

An anonymous member of the public offered his congratulations to the Friends and Foundation on their election victory noting that the anonymous member of the public had campaigned against voter approval of the branch library bonds as the anonymous member of the public had opposed Prop. A to build the new Main Library. The anonymous member of the public suggested that it would not be necessary for the Library to make a mess of the bond proposal to prove the anonymous member of the public's opposition correct. Ms. Marsha Popper thanked the Friends and Foundation for their leadership on the Branch Library Bond proposal, urged speedy approval of the new Friends and Foundation MOU, and congratulated the Acting City Librarian for all of the improvements at the Main and in branch libraries. Ms. Chris Ortiz expressed her strong support for our libraries and spoke of her encouragement by the strong voter support for the branch library bond proposal. Ms. Ortiz lauded the Friends and Foundation, the Library Commissioners, and Acting City Librarian Susan Hildreth for their leadership in support of our libraries.

The number of members of the public who spoke anonymously at this meeting. 1

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She also especially praised the work of Ms. Toni Bernardi and her children's librarians for their outstanding work on behalf of our children and the dedicated volunteers who serve on the council of neighborhood Libraries. Ms. Barbara Berman, Friends and Foundation commended the Library Commissioners, Jim Sutton, Prop. A Campaign Chair, Yvette Davis, Campaign Manager, Acting City Librarian Susan Hildreth, Chuck Forester, Paul Gormsen, and the voters of San Francisco for their hard work for and support of the Branch Library Bond. Mr. Andre Spearman, Local 790, congratulated the voters for approving the branch library bond proposal but cautioned the Commissioners to listen to staff input and thereby avoid problems that developed during the building of the new Main Library.

Commission comment on AGENDA ITEM #7 FRIENDS AND FOUNDATION REPORT

President Higueras recognized the leadership and hard work of the Friends and Foundation in shaping and winning the Prop. A Campaign to provide the people of San Francisco a once-in-lifetime opportunity to fundamentally improve and enhance our libraries. He promised that the Commission would take very seriously its responsibilities to see that the public's trust is fully carried out. Vice President Steiman noted that during the past four years of this Commission's service much had been learned and needed attention had been given to strong oversight of library renovation and construction projects at the Mission and Ocean View Branches. She committed to continuing to include staff input and listen to the public in shaping these new projects in the task ahead. **Commissioner Bautista commended the Friends and Foundation for making this opportunity available to improve the Library's legacy for all San Francisco. She suggested that there be a formal presentation of a plaque in appropriate ceremony to recognize the Friends and Foundation.** President Higueras and Vice President Steiman joined in especially commending Acting City Librarian Susan Hildreth's vision and leadership in preparing the bond proposal and guiding it forward to this successful conclusion. Commission Chin inquired as to the designer who created the very striking posters used to appeal for voter support for Prop. A (Dorothea Smith, Cavito-Smith Design).

Agenda Item #8 - LABOR UNION REPORT

Mr. Andre Spearman, Local 790 suggested that the Commission provide a podium for use by the public speakers appearing before the Commission. Mr. Spearman spoke favorably concerning the outcome of several productive meetings to address concerns with sections of the proposed Friends and Foundation MOU between library labor organizations and the Acting City Librarian. Mr. Spearman noted that library staff worked closely with and were in touch with the concerns of the community. He noted staff concerns with how the Library managed after hour's events, expressing particular worry that library facilities might be damaged during such events. He recommended development of guidelines for such use. Turing to Section 1.1 of the proposed MOU Mr. Spearman discussed union concerns with the role of the program assistants in the affinity centers. He noted that it was his position that the only proper role for these positions was fundraising and that their other activities strayed into areas properly within library civil service job classifications. Mr. Spearman

next discussed Section 1.7 of the proposed MOU regarding use of patron record information referred to California Government Code 62.67 and the American Library Association Code of Ethics 6/25/95 noting that while some use is allowed, that the maintenance of confidentiality of these records is the primary issue. Mr. Spearman recommended that patron library card records list should not be used and other lists should be considered. Mr. Spearman also suggested that the term of the MOU be no more than three years. Mr. Spearman recommended that the Friends and Foundation provide quarterly reports of the sources of all gifts received and how they are spent. He expressed concern that use of Friends and Foundation employees might be viewed, as contracting out of what is properly civil service classified work to non-profit staff. He also expressed reservations concerning a risk of legal liability that the library might incur if the Friends and Foundation were given access to patron record information. He also noted concern with the provision of office space in the Main Library for Friends and Foundation use, and cautioned the the Commission consider potential risks attached to the funds received from the Friends and foundation.

Public comment on Item #8 - LABOR UNION REPORT

Ms. Barbara Berman, Friends and Foundation noted that, except at the specific request of an individual donor, all donor information was made widely available. Mr. Ed Regan commended the union representative's appearance and urged that a labor library collection be developed with support of unions. An anonymous member of the public expressed approval of the union representatives remarks, noted the importance of the union representatives taking an active role as a advocate for more involvement by line staff in the library.

Commission comment on Item #8 - LABOR UNION REPORT

President Higueras welcomed the appearance by the library union representative, noted that a regular place was included on the Commission meeting agendas for labor input, and expressed the hope that Mr. Spearman would continue to bring his members' concerns to the Commission. Vice President Steiman discussed how the Library had previously secured the confidentiality of information from patron records, which had been provided to the Friends. She also observed that the effective length of the proposed MOU was actually three years as it was backdated to June 30, 1999. President Higueras confirmed that there were existing guidelines for after hours event held in the Library and suggested that their requirement be strictly enforced. Commissioner Steiman requested a copy of the guidelines. Commissioner Bautista inquired regarding the nature of Mr. Spearman's position with the library union and was informed that library staff elected their leadership but Mr. Spearman was a staff member for Local 790

President Higueras called for a brief recess at 6:37PM
Commissioner Streets left the meeting during the recess
The Commission returned to session at 6:45PM

The number of members of the public who spoke anonymously at this meeting. 1

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Agenda Item #9- NEW BUSINESS

Commission Bautista proposed that the Library begin searching for replacement locations for all of the branch libraries in leased space and was informed that the effort was already underway as a key part of the branch bond planning. President Higueras called for the Commission to give a high priority to putting extensive planning discussions on its meeting agendas as the branch library bond program is developed. He particularly emphasized that the Commission must be watchful of what is in the Library's best interests and be thoughtful of past experience. Vice President Steiman proposed calendaring a discussion of the planning process for the bond program at the January meeting. Commissioner Bautista inquired regarding any proposed schedule for work on branch libraries and was informed that a preliminary sketch of a schedule had been proposed. Ms. Hildreth noted the importance of addressing critical seismic needs.

Public comment on Agenda Item #9 - NEW BUSINESS

An anonymous member of the public expressed approval of Commissioner Bautista's inquiry concerning identification of potential sites to replace branch libraries currently in leased locations. The anonymous member of the public strongly emphasized that planning and process were critical to a successful outcome. The anonymous member of the public suggested that those expressing concerns about process be listened to noting the importance of vigilance. Mr. Ed Regan recommended caution in relocating branches from rental locations and recommended that each branch have an office and staff for each branch librarian and assistant librarian, that the new branch libraries be larger, citing the new Ocean View Branch Library as too small, and that more public service hours be added to make best use of the new facilities. Mr. Peter Warfield agreed with all of the preceding comments, especially citing the importance that the Commission establish a policy that included ample advance notice of proposals to be considered so that there could be Commission input and public comment and discussion. Mr. Warfield cited the example of the amount of space allocated for each branch library in the branch library bond program as one where he believed more discussion had been needed.

Agenda Item #10 PUBLIC COMMENT:

Mr. Ed Regan called for the expansion of public service hours from 6PM to Midnight, seven days per week, throughout the year. An anonymous member of the public commented that the anonymous member of the public believed that the proposed selection process for the new City Librarian was flawed. The anonymous member of the public believed the process so far resulted from an illegal Ad Seriatim meeting. The anonymous member of the public suggested that the anonymous member of the public would choose not to pursue a lawsuit against the Library Commission concerning this issue. Mr. Peter Warfield expressed surprise at the extension of the Acting City Librarian's tenure recalling no formal Commission action to request that it be extended. President Higueras clarified that the expiration of the original six month appointment had been raised by a member of the public and was brought to the Mayor's attention by President Higueras. The Mayor then chose to extend Ms. Hildreth's tenure. Mr. Warfiled expressed concern that the Commission

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exercise fully its prerogative to choose candidates. Deputy City Attorney Adine Varah clarified that it would be necessary for the Commission to calendar creation of a Committee to take up the City Librarian Search at its next meeting if it wished to formally create such a committee.

Agenda Item #11 - ADJOURNMENT

Public comment on ADJOURNMENT:

An anonymous member of the public suggested adjournment in honor of the late Mayor George Christopher

MOTION: by Commissioner Bautista, seconded by Commissioner Chin that the meeting be adjourned in honor of the late Mayor George Christopher

ACTION: Aye 4-0 (Bautista, Chin, Higueras, and Streets)

The meeting was adjourned at 7:13PM

Michael Housh, Commission Secretary 11/20/00

The number of members of the public who spoke anonymously at this meeting. 1

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Appendix A

The Public Comment Summary Statements included in these draft Minutes are authorized by San Francisco Administrative Code Section 67.16..

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The number of members of the public who spoke anonymously at this meeting. 1

Draft Minutes of the Regular Commission Meeting of November 8, 2000

Appendix A

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November 8, 2000

Commissioners and Library Staff:

I am Chris Ortiz, library patron, library supporter and volunteer representative to the Council of Neighborhood Libraries from the Portola Branch Library. I love libraries and I am not only grateful for but also encouraged by the support and usage of our libraries by the people of our city.

I commend this Library Commission for its policies, particularly those in support of our branch libraries. I also commend Acting City Librarian Susan Hildreth and staff for developing the Proposal for a Branch Library Capital Improvement Bond. I thank the Friends and Foundation of the San Francisco Public Library for their extensive support of the Prop A Branch Library Improvement Bond, which will benefit people of all ages in our city.

The programs reported by Ms. Toni Bernardi today supplement what families and schools are doing to educate our youngsters to become productive citizens. Prop A funds will enable the branch libraries to deliver those programs in safer, accessible buildings with adequate space and technology.

The volunteer community members of the Council of Neighborhood Libraries are ready to work with their respective communities and library staff in the successful implementation of the provisions of Prop A.

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SAN FRANCISCO
PUBLIC LIBRARY

San Francisco Public Library Commission
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Phone 415.557.4233, Fax 415.557.4240

Willie L. Brown, Jr.
Mayor

Charles A. Higueras, A.I.A.
President

Carol Steiman
Vice President

Helen Marte Bautista
Lonnie K. Chin
Steven A. Coulter
Fran A. Streets
Darian W. Swig
Commissioners

Susan Hildreth
Acting City Librarian

Michael Housh
Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the regular meeting of Wednesday, November 8, 2000 (Approved as amended 12/5/00)

The San Francisco Public Library Commission held a regular meeting on Wednesday, November 8, 2000 in the Koret Auditorium, Main Library.

The meeting was called to order at 4:10PM by President Charles A. Higueras, A.I.A.

The following members were noted present: President Higueras and Commissioners Bautista, Chin, Steiman, and Streets.

The Secretary noted Commissioners Coulter and Swig were excused attendance.

President Higueras noted that item #6 on the agenda would be moved forward to be the third item that the Commission would address.

Agenda Item #1 APPROVAL OF THE MINUTES OF THE OCT. 3, 2000 REGULAR MEETING

Public comment on Agenda Item #1 APPROVAL OF THE MINUTES OF THE OCT. 3, 2000 REGULAR MEETING

Mr. Peter Warfield requested greater specificity in the Minutes. Mr. Warfiled observed that not all Commissioners' requests noted in the Minutes were reported in bold type as requested.

Commission comment on Agenda item #1 MINUTES OF THE OCT. 3, 2000 MEETING

The Commissioners requested no changes in the proposed Minutes

MOTION: by Commissioner Chin, seconded by Commissioner Steiman for approval of the Minutes of the regular Commission meeting of October 3, 2000.

ACTION: Aye 5-0 (Bautista, Chin, Higueras, Steiman, and Streets)

AGENDA ITEM #2 ACTING CITY LIBRARIAN'S REPORT

President Higueras noted that Acting City Librarian Susan Hildreth had been selected for special recognition, receiving the Municipal Fiscal Advisory Committee Managerial Excellence Award as one of the top five City Department Managers this year.

Acting City Librarian Susan Hildreth noted that the litigation report mentioned in the agenda would not be given at this meeting. Ms. Hildreth then described in some detail improvements being made: roof repairs at the Bernal Heights Branch Library, exterior painting at the West Portal Branch, and new public computer furniture for the Presidio,

The number of members of the public who spoke anonymously at this meeting: 1

Please note: These are draft Minutes subject to revision by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

Portola, Golden Gate, Western Addition, Glen Park, Eureka Valley, and the Visitacion Valley Branches. In addition, Ms. Hildreth reported that the Visitacion Valley Branch would be closed on November 16 and 17 to permit electrical upgrades needed to accommodate the new equipment.

Ms. Hildreth informed the Commissioners that she had donated a $1500 cash prize received as part of her Municipal Fiscal Advisory Committee Managerial Excellence Award to the San Francisco Public Library's Staff Training Fund. Ms. Hildreth announced that Library's share of the John B. Fortunio Bequest would amount to $159,000 to be used for purchase of books, capital improvements, improvement of library facilities, and purchase of audio visual equipment. The Acting City Librarian also noted that the late Mayor George Christopher had willed the Library all of his public papers and historic memorabilia.

Ms. Hildreth reported that Mayor Brown, in response to inquiry from the Commission, had extended her appointment as Acting City Librarian until such time as a permanent City Librarian was appointed.

Public comment on Agenda Item #2 ACTING CITY LIBRARIAN'S REPORT:
An anonymous member of the public expressed regret at not hearing the litigation report, and observed that the anonymous member of the public was unaware of any Commission action concerning extension of the Acting City Librarian's tenure.

Commission comment on Agenda Item #2 ACTING CITY LIBRARIAN'S REPORT

The Acting City Librarian proposed to bring a report to the Commission outlining a spending plan for the $159,000 Fortunio Bequest in response to questions by Commissioner s Streets and Bautista.

Agenda Item #6 –LIBRARY AFFINITY CENTERS UPDATE REPORT

Acting City Librarian Susan Hildreth introduced Mr. Ned Himmel, Chief of the Main Library, who provided the Commissioners with a brief overview of recent Affinity Center activities and then introduced center staff for more detailed presentations on the centers not discussed in detail at the April Commission Meeting. Mr. Alvaro Sanabria, Head of the International Center, made a presentation on the Filipino Center. Mr. Sanabria described the expansion of the center's collections, both reference and circulating materials in English and the several Filipino languages relating to the Filipino American experience. Mr. Sanabria reported on the extensive series of programs and exhibits conducted by Ms. Estella Manila, the Filipino American Center Librarian since its opening in 1996. He also reported that the center's unique collections on Filipino materials have become a valued reference resource nationally. Mr. Sanabria briefly noted Filipino resource materials in other Library collections and at the branches and then outlined several initiatives, including acquiring a dedicated computer of the center, to further expand the outreach of Filipino American Center.

Mr. Himmel then introduced Ms. Doris Tseng, Librarian of the Chinese Center who gave an overview of the history and collections in the Chinese American Center. Ms. Tseng described relationships with the Shanghai and Taipei Sister City Libraries, the extensive array of Chinese language and bilingual author presentations, exhibitions, and programs, and the on-going collection development efforts underway at the Chinese American Center. Ms. Tseng then described the extensive use of Center facilities, including its two dedicated Chinese/Japanese/Korean language computers, and described areas where she believed improvement could be made. Mr. Himmel additionally pointed to the unique and highly popular Chinese language Internet training program that Ms. Tseng had created for the Center.

The Chief of the Main then discussed briefly the history and collections of the African American Center and introduced Mr. Stuart Shaw, recently hired to be Librarian for the African American Center. Mr. Shaw then described the African American and Africa related materials in the Center's collections and their use as a reference collection. Mr. Shaw discussed his goals including more staffing in the center, obtaining a dedicated computer for the center, strengthening ties to the African American Center's affinity group, and building relationships with African American community organizations.

Mr. Himmel next introduced Ms. Terry Gwiazdowski, who gave an update on recent programs and exhibitions at the Stegner Environmental Center. Ms. Gwiazdowski reported on recent gifts to support the center's work and some of the programs made available through this support. Ms. Gwiazdowski also described a planned "environmental writers in residence" program at the Stegner Center.

Mr. Himmel reported that all of the Affinity Centers were developing detailed service plans. He also noted that efforts were being made to contact all of the affinity group members to ascertain their interest in and willingness to provide additional volunteer assistance to the various centers.

Public comment on Agenda Item #6 LIBRARY AFFINITY CENTERS UPDATE REPORT

None offered.

Commission comment on Agenda Item #6 – LIBRARY AFFINITY CENTERS UPDATE REPORT

In answer to a question by Commissioner Chin, Ms. Tseng noted that the Chinese Center was a major research resource for students and that expanding that role was a priority goal of their programming. Responding to comments by President Higueras, Mr. Himmel discussed the inter-relationships between the reference and circulating collections in the Centers and specialized reference and circulating collections available in branch libraries. He further discussed issues involved in how to balance the resources available among the centers and also develop services throughout the library system. President Higueras suggested that development of a long-range comprehensive plan might be the most effective way to bring all of the center programs along together. Commissioner Bautista requested that Affinity Center groups prepare proposals setting out their goals for future development. She noted that creating parity in resources such as computers, staffing, and availability of

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Commissioner Bautista suggested using some of the funds available in the Fortunio Bequest to help provide additional resources for some center needs. In response to Commissioner Streets comments concerning the direction being taken by the African American Center, Mr. Shaw described planned programming and exhibits sponsored by the Center. Mr. Himmel provided additional background on programming offered through the African American Center and concerning ways to better-involve community supporters of the Center. Commissioner Bautista expressed concerns that all of the affinity centers operate at parity in resources available and programs that they are able to offer to their communities. The Acting City Librarian discussed efforts to include affinity centers as an important program element in the development of the library's overall strategic plan and noted with regard to staffing that parity had already been effectively achieved.

Agenda Item #3 CITY LIBRARIAN SEARCH PROCESS

The Acting City Librarian outlined a possible process to be used by the Commission in conducting a search for a permanent City Librarian. Ms. Hildreth noted that Mayor Brown had requested that the Library Commission undertake a search process to propose candidates for City Librarian and recommended creation of a Selection Committee of the Commission to oversee the search process. She further suggested use of a professional search firm with specific experience with libraries to conduct an extensive search for candidates, conduct national advertising campaign, develop position criteria after consultation with various stakeholder groups, and identify candidates for Commission consideration. Ms. Hildreth reported that Commissioners Steiman, Coulter, and Swig had indicated willingness to serve on such a search committee.

Public comment on Agenda Item #3 CITY LIBRARIAN SEARCH PROCESS

Mr. Andre Spearman, Local 790, urged that line Library staff be permitted to interview the finalists being considered for City Librarian and that members of the public have opportunity to offer comments on the candidates for City Librarian. An anonymous member of the public observed that it was not unprecedented that line staff be involved in the City Librarian selection process, and suggested that previous experiences in selecting City Librarian had been problematic. The anonymous member of the public additionally noted that the entire public is a stakeholder in the City Librarian selection process, and that the Commission would benefit from considering the problems with previous efforts.

Commission comment on Agenda Item #3 CITY LIBRARIAN SEARCH PROCESS

President Higueras outlined how he would expect a Commission Search Committee would conduct itself and requested that it make regular reports to the full Commission. In response to a question by Commissioner Bautista, Vice President Steiman suggested that information concerning professional criteria and special qualifications that might be desirable in a candidate for City Librarian would be issues brought to the full Commission by the Search Committee. The Acting City Librarian proposed to provide copies of previous City Librarian job descriptions to the Commission. In response to a question by

Commissioner Streets, Ms. Hildreth reported that the funds previously set aside to fund a City Librarian search process had not been continued in the budget. Ms. Hildreth estimated the cost of the search at $25,000 to $30,000 not including any travel for candidates. In response to questions by Commissioner Streets, the Acting City Librarian described various professional search firms available for such a fee, which had inquired about the possibility of conducting the search. President Higueras requested that Vice President Steiman move forward with developing a meeting schedule for the proposed Search Committee.

Agenda item #4 - FRIENDS AND FOUNDATION MOU

The Acting City Librarian discussed the changes included in the revised version Memorandum of Understanding (MOU) between the Library and the Friends and Foundation of the San Francisco Public Library. Ms. Hildreth called attention to an increase in the Friends and Foundation annual minimum contribution level from $200,000 to $300,000. She noted that the effective date of the MOU would be backdated to begin on June 30, 1999 and ending on June 30, 2004. Ms. Hildreth reported that the lease for Main Library 6th floor office space would begin on Sept 12, 2000 and end on June 30, 2004 without option for renewal. Regarding the proposed Friends and Foundation Bookstore lease, Ms Hildreth reported that it could be extended beyond the end of the term of the MOU until June 30, 2009 and for as long afterward as was found to be beneficial to the Library and the Friends and Foundation.

The Acting City Librarian described changes in how names from library patron database could be made available as a resource for the Friends and Foundation to encourage support for the Library. Patrons would be asked at library card renewal to indicate if they wished to receive information from the Friends and Foundation or not. Only those volunteering to receive information would be made available to the Friends and Foundation. Ms. Hildreth estimated it might take two years given the usual library card renewal cycle to fully implement this new process.

The Acting City Librarian outlined another change from the previous versions of the MOU regarding clarification of gifts of services (eg. Friends and Foundation paid staff in supportive roles in the Hormel and Stegner Centers). She emphasized that nothing in the MOU could result in any lay off of city employees or the holding of any library position vacant. Ms. Hildreth noted that all references to the previous Events Management program had been deleted as those activities had been discontinued. She also pointed out that the proposed increase to $25,000 in the level of gifts which the City Librarian could accept from the Friends and Foundation without Board of Supervisors approval had reverted to the standard $5,000. The Acting City Librarian finally outlined a likely schedule to bring the proposed MOU to the commission and the to the Board of Supervisors for their approval.

Public comment on Agenda item #4 - FRIENDS AND FOUNDATION MOU

An anonymous member of the public commented that state law did not allow providing patron record information and that changing past practice to a voluntary approach was only a partial remedy to this problem. Mr. Ed Regan requested that the

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Friends and Foundation provide a list available to the public of all programs they had been very busy in obtaining a 75%+ vote in favor of approval of Prop. A (Branch Library Improvement and Construction Bond 2000) and that the revised MOU would be considered by their Board and any comments would be brought back to the Commission.

Commission comment on Agenda item #4 – FRIENDS AND FOUNDATION MOU

In response to a question by President Higueras, the Acting City Librarian agreed that the proposed timeline for Commission action and Board of Supervisors approval of the draft MOU might be too ambitious. She observed that it could be December or January before it could be brought back to the Commission for its approval given the issues remaining to be clarified. Deputy City Attorney Adine Varah informed President Higueras that the Office of the City Attorney had looked into the proposed use of patron record information and had advised the Acting City Librarian on it and that the proposal fully complied with state and local law. In answer to questions by Commissioners Chin and Streets, Ms. Hildreth clarified that at the end of the lease period the Friends and Foundation use of office space in the Main Library would end and that space could then be used for Library purposes. She further noted that the end of the use of space in the building might negate the need for a formal MOU and that gifts from the Friends and Foundation are not included in the Library's city budget. Ms. Hildreth reported over $2 million in gifts from Friends and Foundation for 2000/2001.

Agenda item # 5 – CHILDREN AND YOUTH SERVICES REPORT

Ms. Toni Bernardi, Chief of Children and Youth Services for the Library gave the Commissioners an update on recent activities in her department. She reported that the Summer Reading "Reading is Magic" and "Reading 2000" program had been an outstanding success with 10,056 participants of whom 42% completed the entire program. Ms. Bernardi reported that this year's "KidPower" program had provided 525 volunteer youth with 8,905 hours of work experience helping the Library. She also described an array of 206 library programs supported by gifts from the Friends and Foundation targeted for low-income children and youth, which had served 12,432 children and their caregivers. Ms. Bernardi described a series of special library programs: Walt Anthony doing "Harry Potter" magic, John O, a Cajun musician for a Flavor of New Orleans, and Japanese folk tales. Ms Bernardi then recognized the important support provided to the Library's children and youth programs in addition to the Friends and Foundation. She recognized institutions and organizations such as the Bay Area Discovery Museum "Zeum", the Young Audiences program of the Bay Area, the San Francisco Ballet which donated tickets to its performance of the "Nutcracker", and Oakland A's, as well as the Shorenstein Hays-Netherlander Organization.

Ms. Bernardi informed the Commissioners that the theme for next year's Summer Reading program would be "Coil Up With a Good Book". She next described an expansion of our very popular "High School and Beyond" program begun with funds obtained through a Carnegie Grant and continued with support from the Friends and Foundation to help young people with filing out forms, achievement tests, and academic and career preparation. Ms. Bernardi outlined how from this beginning a very promising partnership with a Bay Area Consortium was being developed to use the Main Library 3rd floor Educational Resource Center as a major Bay Area resource for efforts to assist teens prepare for and get into college or prepare for a career. Ms. Bernardi then discussed in some detail an innovative online one-on-one tutoring program that was being tested in three branch libraries, the Western Addition, Chinatown, and Mission branches. The program is for real time tutoring and is based on a very successful model at the Boston Public Library and offers a method of maximizing the in-depth educational potential of our computers. Ms. Bernardi said a thorough evaluation will be done after the program to prove whether nor not this model could be a useful new approach.

Public comment on Agenda item # 5 – CHILDREN AND YOUTH SERVICES REPORT

None offered

Commission comment on Agenda item #5 CHILDREM AND YOUTH SERVICES REPORT

Commissioner Bautista lauded the outstanding work accomplished through the Summer Reading programs. Commissioner Steiman requested that Ms. Bernardi inform the Commission of the result of the online tutoring program. In response to a question by Commissioner Chin, Ms. Bernardi discussed how the age ranges of the students using the online tutoring program were set. In response to a question by President Higueras, Ms. Bernardi outlined how she planned to expand the college/career counseling programs as they became better known and more in demand.

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and Acting City Librarian Susan Hildreth for their leadership in support of our libraries. She also especially praised the work of Ms. Toni Bernardi and her children's librarians for their outstanding work on behalf of our children and the dedicated volunteers who serve on the council of neighborhood Libraries. Ms. Barbara Berman, Friends and Foundation commended the Library Commissioners, Jim Sutton, Prop. A Campaign Chair, Yvette Davis, Campaign Manager, Acting City Librarian Susan Hildreth, Chuck Forester, Paul Gormsen, and the voters of San Francisco for their hard work for and support of the Branch Library Bond. Mr. Andre Spearman, Local 790, congratulated the voters for approving the branch library bond proposal but cautioned the Commissioners to listen to staff input and thereby avoid problems that developed during the building of the new Main Library.

Commission comment on AGENDA ITEM #7 FRIENDS AND FOUNDATION REPORT

President Higueras recognized the leadership and hard work of the Friends and Foundation in shaping and winning the Prop. A Campaign to provide the people of San Francisco a once-in-lifetime opportunity to fundamentally improve and enhance our libraries. He promised that the Commission would take very seriously its responsibilities to see that the public's trust is fully carried out. Vice President Steiman noted that during the past four years of this Commission's service much had been learned and needed attention had been given to strong oversight of library renovation and construction projects at the Mission and Ocean View Branches. She committed to continuing to include staff input and listen to the public in shaping these new projects in the task ahead. Commissioner Bautista commended the Friends and Foundation for making this opportunity available to improve the Library's legacy for all San Francisco. She suggested that there be a formal presentation of a plaque in appropriate ceremony to recognize the Friends and Foundation. President Higueras and Vice President Steiman joined in especially commending Acting City Librarian Susan Hildreth's vision and leadership in preparing the bond proposal and guiding it forward to this successful conclusion. Commission Chin inquired as to the designer who created the very striking posters used to appeal for voter support for Prop. A (Dorothea Smith, Cavito-Smith Design).

Agenda Item #8 - LABOR UNION REPORT

Mr. Andre Spearman, Local 790 suggested that the Commission provide a podium for use by the public speakers appearing before the Commission. Mr. Spearman spoke favorably concerning the outcome of several productive meetings to address concerns with sections of the proposed Friends and Foundation MOU between library labor organizations and the Acting City Librarian. Mr. Spearman noted that library staff worked closely with and were in touch with the concerns of the community. He noted staff concerns with how the Library managed after hour's events, expressing particular worry that library facilities might be damaged during such events. He recommended development of guidelines for such use. Turing to Section 1.1 of the proposed MOU Mr. Spearman discussed union concerns with the role of the program assistants in the affinity centers. He noted that it was his position that the only proper role for these positions was fundraising and that their other activities strayed into areas properly within library civil service job classifications. Mr. Spearman next discussed Section 1.7 of the proposed MOU regarding use of patron record information referred to California Government Code 62.67 and the American Library Association Code of Ethics 6/25/95 noting that while some use is allowed, that the maintenance of confidentiality of these records is the primary issue. Mr. Spearman recommended that patron library card records list should not be used and other lists should be considered. Mr. Spearman also suggested that the term of the MOU be no more than three years. Mr. Spearman recommended that the Friends and Foundation provide quarterly reports of the sources of all gifts received and how they are spent. He expressed concern that use of Friends and Foundation employees might be viewed, as contracting out of what is properly civil service classified work to non-profit staff. He also expressed reservations concerning a risk of legal liability that the library might incur if the Friends and Foundation were given access to patron record information. He also noted concern with the provision of office space in the Main Library for Friends and Foundation use, and cautioned the the Commission consider potential risks attached to the funds received from the Friends and foundation.

Public comment on Item #8 - LABOR UNION REPORT

Ms. Barbara Berman, Friends and Foundation noted that, except at the specific request of an individual donor, all donor information was made widely available. Mr. Ed Regan commended the union representative's appearance and urged that a labor library collection be developed with support of unions. An anonymous member of the public expressed approval of the union representatives remarks, noted the importance of the union representatives taking an active role as a advocate for more involvement by line staff in the library.

Commission comment on Item #8 - LABOR UNION REPORT

President Higueras welcomed the appearance by the library union representative, noted that a regular place was included on the Commission meeting agendas for labor input, and expressed the hope that Mr. Spearman would continue to bring his members' concerns to the Commission. Vice President Steiman discussed how the Library had previously secured the confidentiality of information from patron records, which had been provided to the Friends. She also observed that the effective length of the proposed MOU was actually three years as it was backdated to June 30, 1999. President Higueras confirmed that there were existing guidelines for after hours event held in the Library and suggested that their requirement be strictly enforced. Commissioner Steiman requested a copy of the guidelines. Commissioner Bautista inquired regarding the nature of Mr. Spearman's position with the library union and was informed that library staff elected their leadership but Mr. Spearman was a staff member for Local 790

President Higueras called for a brief recess at 6:37PM
Commissioner Streets left the meeting during the recess
The Commission returned to session at 6:45PM

The number of members of the public who spoke anonymously at this meeting. 1

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Agenda Item #9- NEW BUSINESS

Commission Bautista proposed that the Library begin searching for replacement locations for all of the branch libraries in leased space and was informed that the effort was already underway as a key part of the branch bond planning. President Higueras called for the Commission to give a high priority to putting extensive planning discussions on its meeting agendas as the branch library bond program is developed. He particularly emphasized that the Commission must be watchful of what is in the Library's best interests and be thoughtful of past experience. Vice President Steiman proposed calendaring a discussion of the planning process for the bond program at the January meeting. Commissioner Bautista inquired regarding any proposed schedule for work on branch libraries and was informed that a preliminary sketch of a schedule had been proposed. Ms. Hildreth noted the importance of addressing critical seismic needs.

Public comment on Agenda Item #9 - NEW BUSINESS

An anonymous member of the public expressed approval of Commissioner Bautista's inquiry concerning identification of potential sites to replace branch libraries currently in leased locations. The anonymous member of the public strongly emphasized that planning and process were critical to a successful outcome. The anonymous member of the public suggested that those expressing concerns about process be listened to noting the importance of vigilance. Mr. Ed Regan recommended caution in relocating branches from rental locations and recommended that each branch have an office and staff for each branch librarian and assistant librarian, that the new branch libraries be larger, citing the new Ocean View Branch Library as too small, and that more public service hours be added to make best use of the new facilities. Mr. Peter Warfield agreed with all of the preceding comments, especially citing the importance that the Commission establish a policy that included ample advance notice of proposals to be considered so that there could be Commission input and public comment and discussion. Mr. Warfield cited the example of the amount of space allocated for each branch library in the branch library bond program as one where he believed more discussion had been needed.

Agenda Item #10 PUBLIC COMMENT:

Mr. Ed Regan called for the expansion of public service hours from 6PM to Midnight, seven days per week, throughout the year. An anonymous member of the public commented that the anonymous member of the public believed that the proposed selection process for the new City Librarian was flawed. The anonymous member of the public believed the process so far resulted from an illegal Ad Seriatim meeting. The anonymous member of the public suggested that the anonymous member of the public would choose not to pursue a lawsuit against the Library Commission concerning this issue. Mr. Peter Warfield expressed surprise at the extension of the Acting City Librarian's tenure recalling no formal Commission action to request that it be extended. President Higueras clarified that the expiration of the original six month appointment had been raised by a member of the public and was brought to the Mayor's attention by President Higueras. The Mayor then chose to extend Ms. Hildreth's tenure. Mr. Warfiled expressed concern that the Commission

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exercise fully its prerogative to choose candidates. Deputy City Attorney Adine Varah clarified that it would be necessary for the Commission to calendar creation of a Committee to take up the City Librarian Search at its next meeting if it wished to formally create such a committee.

Agenda Item #11 - ADJOURNMENT

Public comment on ADJOURNMENT:

An anonymous member of the public suggested adjournment in honor of the late Mayor George Christopher

MOTION: by Commissioner Bautista, seconded by Commissioner Chin that the meeting be adjourned in honor of the late Mayor George Christopher

ACTION: Aye 4-0 (Bautista, Chin, Higueras, and Streets)

The meeting was adjourned at 7:13PM

Michael Housh, Commission Secretary 11/20/00

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Appendix A

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[redacted] Minutes of the Regular Commission Meeting of November 8, 2000

Appendix A

The number of members of the public who spoke anonymously at this meeting. 1

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November 8, 2000

Commissioners and Library Staff:

I am Chris Ortiz, library patron, library supporter and volunteer representative to the Council of Neighborhood Libraries from the Portola Branch Library. I love libraries and I am not only grateful for but also encouraged by the support and usage of our libraries by the people of our city.

I commend this Library Commission for its policies, particularly those in support of our branch libraries. I also commend Acting City Librarian Susan Hildreth and staff for developing the Proposal for a Branch Library Capital Improvement Bond. I thank the Friends and Foundation of the San Francisco Public Library for their extensive support of the Prop A Branch Library Improvement Bond, which will benefit people of all ages in our city.

The programs reported by Ms. Toni Bernardi today supplement what families and schools are doing to educate our youngsters to become productive citizens. Prop A funds will enable the branch libraries to deliver those programs in safer, accessible buildings with adequate space and technology.

The volunteer community members of the Council of Neighborhood Libraries are ready to work with their respective communities and library staff in the successful implementation of the provisions of Prop A.

Minutes of the Regular Commission Meeting of November 8, 2000

Appendix A

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[redacted] Minutes of the Regular Commission Meeting of November 8, 2000

Appendix A

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, November 8, 2000

Item 2:
City Librarian's Report

"I very much regret not hearing the litigation update. I assume this means you are being sued by someone besides myself and I await news of that.

I also want to comment on the last item which is the City Librarian's status, because the commission has not made any request for her appointment to be extended as was announced. I am curious, and I am sure a public document request will reveal, how the Commission made such a request since it never came up in a meeting."

Appendix A

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, November 8, 2000

Item 3:
City Librarian Search Process

"I would like to let you and the previous speaker know that it is not unprecedented for staff members, both line and administrative, to be involved in a selection process.

The first thing I would ask you to do is take a very close look at what the precedents are in terms of involvement of elements of the library community and the problems that developed.

One of the most problematic things that you do is to balance the interests that put pressure on you. Some elements want a library that is democratic and other elements want to assure a paramount position for their own interests. One of the buzzwords that is used is 'stakeholder.' People state that such and such is a 'stakeholder.'

I would submit that all of the public in this city are stakeholders in this library. I suggest you adopt a process that respects all of them."

[redacted] Minutes of the Regular Commission Meeting of November 8, 2000

Appendix A

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, November 8, 2000

Item 4:
Friends and Foundation MOU

"Regarding just the use of the membership lists, this is one of those wonderful hypocrisies: There is no problem and this is the solution. We have heard time and again that there is no issue about your use of the membership list.

Despite your position, you seem to be aware that a number of people have looked at the provisions in the state law and come to the conclusion that you are not permitted to use the membership lists.

Now you have turned around and said, it is OK if people voluntarily release that right. I would ask you to look very carefully at what the law actually says so that you can decide for yourself whether your past actions were legal and then whether this fixes that 'nonexistent' problem.

The membership list is called in the law a patron record, and such record cannot be used in this way."

Appendix A

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, November 8, 2000

Item 7:
Friends and Foundation Report

"Since I participated in the opposition, let me congratulate the Friends and Foundation on its victory on Prop. A. I should have called election night, but I was not sure where to call.

I am sure it was a hard fought campaign with sincere and dedicated efforts on both sides.

I also opposed Prop. A in 1988 and I was gratified when my dire prediction came true. But I said at that the time, don't feel obligated to screw up the building to make me look good.

I say that about the branches as well. Don't feel obligated to screw up the branches to make my predictions come true. In fact, just the opposite: I hope that the branch effort will be a success."

Appendix A

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, November 8, 2000

Item 8:
Union Report

"I was very heartened to hear the presentation from a labor representative. The speaker is quite right to be concerned when his name is recognized. I congratulate him on figuring it out so quickly. I took me much longer.

It is very important that a union representative come and that the union representative advocate a position of increased involvement by the line staff and the workers in this library. I hope this will be the beginning of a very strong advocacy from the union for greater involvement of the people who work in this library."

[redacted] Minutes of the Regular Commission Meeting of November 8, 2000

Appendix A

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, November 8, 2000

Item 9:
New Business

"The answer to the commissioner that the leased sites are part of the bond program is an increased reason why it should be on the agenda. That increases your obligation to be vigilant about that part of the planning.

I heard some encouraging things from this commission about planning. It is important to have planning, and not just to say that a project is "on schedule, on budget, on program."

In fact, process is important and people who are concerned about process are concerned about the crux of it. It does not help the process to call people who point out flaws in the process, 'process junkies.' Process is of the essence. If you are not concerned about the process, you are not really concerned about the result.

The Capital Improvement Advisory Committee was very cautionary about the end game of this bond when the amount was $129 million."

[redacted] Minutes of the Regular Commission Meeting of November 8, 2000

Appendix A

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, November 8, 2000

Item 10:
Public Comment

"This is not an auspicious beginning for your City Librarian selection process.

Susan Hildreth confessed to conducting an illegal seriatim meeting to come up with the committee proposal.

You took illegal action to form this committee and designated its members even though there is no agenda item for such action or even any reference in the agenda item to consideration of a committee.

Each of the last three City Librarians found himself seriously hampered by flaws in the process that went into his selection. I hope you will be ask your own staff about those flaws which led to the perception that there was no fairness in the selection.

This beginning does not inspire confidence. I will not sue because I try to limit my lawsuits to issues that you cannot lie your way out of. That is not the point . . . ."

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102
Phone 415.557.4233, Fax 415.557.4240

/00
special

NOTICE OF MEETING

A special meeting of the San Francisco Public Library Commission called by the Commission President will be held as follows:

DOCUMENTS DEPT
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SAN FRANCISCO
PUBLIC LIBRARY

DATE: Thursday, November 16, 2000
TIME: 4:00PM
PLACE: Koret Auditorium
Main Library, lower level

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The meeting will be called to order

AGENDA*⁺:

1. PUBLIC EMPLOYEE EVALUATION - Commission Secretary ACTION

   Public comment: (on all matters pertaining to the closed session)

   Closed Session. Pursuant to Government Code Section 54957 and San Francisco Administrative Code Section 67.10(b) evaluation of Library Commission Secretary Michael Housh's performance.

   Open Session. Reconvene in open session and, pursuant to San Francisco Administrative Code Section 67.12(a): motion and vote to a report if any action was taken or to disclose any or all of the discussions held in closed session.

2. COLLECTION DEVELOPMENT DISCUSSION

   Presentation on, and discussion of Library collection development activities by Roberto Esteves, Library Chief of Information and Resource Management.

3. LIBRARY TECHNOLOGY PLAN DISCUSSION

   Presentation of, discussion of, a proposed Technology Plan for the Library which describes technology-related projects and initiatives to enhance library services to the public and optimize support to staff in delivery of those services.

   Explanatory document: Draft Technology Plan

4. LIBRARY BUDGET DISCUSSION

   Presentation on, and discussion of, development of a draft FY 2001-2002 Library Budget; including a report on budget processes, administrative procedures, and finance issues including potential costs of additional public service hours by Library Finance Director George Nichols.

   Explanatory document: Draft FY 2001/2002 Library Budget Documents

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - Accessible Meetings Policy

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. late requests will be honored if possible.

A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 72 hours in advance of the need.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level, Koret Auditorium, except when otherwise noticed. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk For information about Muni's accessible service, please call 415/923-6142.

There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.

Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

Know Your Rights Under The Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact Donna Hall, Administrator, the Sunshine Ordinance Task Force, City Hall, Room 244 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4689 or at 415/554-7724 ph. 415/554-5163 FAX and website at Donna_Hall@ci.sf.ca.us. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.ci.sf.ca.us/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Attention: Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Admin Code secs. 16.520 - 16.534] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street #701, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us/ethics/.

Michael Housh, Commission Secretary
4/26/00

5. CITY LIBRARIAN SEARCH PROCESS ACTION

Presentation and discussion of a search process to identify and select candidates for the position of City Librarian and possible action to create an Ad Hoc Search Committee of the Commission to develop and propose, for Commission approval, a search process to identify and select candidates for the position of City Librarian.

6. NEW BUSINESS DISCUSSION

(This item is to allow Commissioners to introduce new agenda items for future consideration.)

7. PUBLIC COMMENT:

(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's future consideration.)

8. ADJOURNMENT (requires motion and public comment) ACTION

- Public comment will be taken before or during the Library Commission's consideration of agenda items.

[+] Documents referred to in the agenda items and any related explanatory documents provided to the Library Commission are available at the Government Information Center, Main Library, 5th Floor and at the Office of the Library Commission, Main Library 6th Floor. Whenever possible such documents will be also available on the Library's website at http://sfpl.lib.ca.us/

11/13/00 - M.Housh, Commission Secretary

6/00
draft

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102
Phone 415.557.4233, Fax 415.557.4240

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DOCUMENTS DEPT.
JAN 30 2001
SAN FRANCISCO
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SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Draft Minutes of the special meeting of Thursday, November 16, 2000

The San Francisco Public Library Commission held a special meeting on Thursday, November 16, 2000 in the Koret Auditorium, Main Library.

The meeting was called to order at 4:08PM by Vice President Carol Steiman

The following members were noted present: Vice President Steiman and Commissioners Bautista, Chin, Coulter, and Swig.

The Secretary noted President Higueras was excused attendance and that Commissioner Streets arrival would be delayed by a prior commitment.

Vice President Steiman noted that Agenda item #1 Public Employee Evaluation Closed Session would be continued to a subsequent meeting to allow President Higueras and Commissioner Streets to participate.

Agenda Item #2 COLLECTION DEVELOPMENT

Library Chief of Information Resources and Management Roberto Esteves provided a overview of his department's recent collection development activities. Mr. Esteves detailed aspects of the materials budget including gifts funds such as the Fuhrman Trust, the Dannenberg Fund, the Hormel endowment, and discussed a Friends and Foundation gift to fund DVD availability in the Library's various Chinese language collections. Mr. Esteves spoke about the breakdown of the budget by type of materials and among the Main and the branches. Mr. Esteves cited the popularity of the Harry Potter novels as an example where patron requests had driven additions to the collection. The Library Chief of Information Resources and Management noted the service goals and programs that the budget has funded. He also outlined in some detail the community redistribution program for books withdrawn from the Library's collections by staff, noting that this has been a longstanding area needing attention. Mr. Esteves pointed out that the majority of weeded materials came from branch collections. He further reported that that the first screening of all such books allowed for internal redistribution with staff able to review and freely select from the books before any are made available to distribute to community groups. He discussed the kinds of community organizations eligible to receive these materials, and discussed in some detail the disposition of damaged or unusable items. Mr. Esteves next explained the proposed collection assessment process using OCLC, the Library's bibliographic utility to conduct a conspectus study by date, subject, and to identify collection strengths and weaknesses. Noting the existing Collection plan had been developed in 1994, Mr. Esteves observed that with the availability of new census data efforts to shape what the Library collects can be done in a fashion which best serves its patrons. Mr. Esteves spoke about various aspects of the collections to be surveyed in the initial three studies. He noted branch materials, non-classified items, foreign language collections, electronic materials, and music materials would not be addressed in this initial survey effort. Mr. Esteves observed that once this data has been gathered the Library would be able to undertake a two-year project to review to entire collection.

Public comment on Agenda Item #2 COLLECTION DEVELOPMENT
An anonymous member of the public discussed Mr. Esteves memo related to this agenda item pointing out that it was not listed as an explanatory document. The anonymous member of the public observed that the community distribution program was not a favor to the community as they were withdrawn from the collection. It was further noted that the manner and criteria used to determine withdrawals from the collection should be reviewed. Mr. Peter Warfield complained that materials presented in slide format were not available to members of the public, and requested clarification regarding how data gathered during the collection assessment might be used to guide the Library's Development planning and process. Mr. Warfield called for extensive public discussion of any collection development policy.

Commission comment on Agenda item #2 COLLECTION DEVELOPMENT

In answer to a question by Commissioner Bautista the cost of the study was reported to be $30,000 and what services included in the scope of the proposed review were identified. Commissioner Bautista was further informed concerning how other libraries used such studies and how it would be used to assist in San Francisco collection development activities. Mr. Esteves particularly called attention to an ongoing BALIS (Bay Area Library Information System) collections survey and noted the value of comparison without necessarily exactly matching other library collections. Responding to a query by Commissioner Chin, Mr. Esteves described the reasoning behind not including foreign language collections and how the staff proposed to address those issues in the future. Mr. Esteves additionally discussed how other areas not covered in this first effort would be addressed later. The Acting City Librarian pointed out that the new Census data would provide a valuable guide in directing future additions to the collections. In response to questions by Commissioner Swig and Coulter, Mr. Esteves explained in detail how staff librarians made decisions to withdraw items from the collection and how ongoing policies are constantly under review. Commissioner Steiman requested that when a definitive weeding policy is determined that a copy be provided to the Commissioners. There was further discussion concerning disposition of backlogged materials to overseas libraries and comments that the Commissioners should devote great attention to discussion about the overall and specific collection goals that the Library should pursue. Vice President Steiman specifically pointed out that the specific authority and ultimate responsibility for individual collecting was in the hands of our professional librarians. The Acting City Librarian then discussed standard Materials weeding policies and practices among other libraries.

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In response to a question by Commissioner Bautista, Mr. Esteves discussed the overseas libraries that were recipients of books from our collections.

AGENDA ITEM #3 LIBRARY TECHNOLOGY PLAN

Ms. Vivian Pisano, Chief of Automation and Technical Services presented an extensive overview of the yearlong process used by the staff to develop a three year plan to address technology related issues and priorities identified as likely key elements in the Library's overall Strategic Plan. Ms. Pisano discussed the Library's transfer to an all graphical interface (GUI) environment, seamless interface, and establishment of effective management technology. Ms. Pisano discussed the processes necessary to lay the groundwork to prepare the Library's infrastructure to transition to the next generation of information systems. She next described the staff's work to better manage and oversee the library's technological systems. Ms. Pisano spoke about the ongoing effort to present a seamless interface for patrons using library computers in seeking information. The Chief of Automation and Technical Services next described the ongoing staff committees and professional work involved in preparing all of the library systems to more up to the next level of automation services.

Public comment on Agenda Item #3 LIBRARY TECHNOLOGY PLAN:

An anonymous member of the public expressed regret at not having the opportunity to review the materials in advance and expressed a belief that twin goals should guide any technology based on providing internet access and catalog access through computers. The anonymous member of the public reiterated concerns that internet access could drive out catalog access. The anonymous member of the public urged primacy be given to catalog access issues and only secondary attention be given to increasing Internet access. Mr. Peter Warfield complained that he had been unable to get a copy of the report prior to the meeting and expressed concern regarding what he found to be a lack of specific expression of how this effort benefited patrons. Mr. Warfield recommended that catalog improvements be given high priority and that patron benefits drive all technology improvements. Mr. Warfield also expressed concern that some patrons' use of computers for Internet access could limit availability of terminals for catalog access for other patrons.

Commission comment on Agenda Item #TECHNOLOGY PLAN

In response to questions by Commissioner Bautista, Ms. Pisano discussed aspects of the budgeting that supported the initiatives called out in the Technology Plan. Ms. Pisano further explained how the various elements involved in enhancing the library's technological infrastructure facilitate migration to more advanced technologies. Vice President Steiman observed that the plan seemed clearly rooted in providing better services to patrons. She particularly called attention to facilitating patron ability to access information made available by the greater connectivity developing among various libraries. In response to other questions by Vice President Steiman, Ms. Pisano outlined how staff was working to

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maximize the resources available to keep technology systems fully functional. She also explained how the plan worked to resolve issues of concern to patrons with disabilities in response to a question by Commissioner Coulter.

Agenda Item #4 LIBRARY BUDGET

Mr. George Nichols, Library Finance Director presented an overview of a proposed 2001/2002 Library budget. Mr. Nichols emphasized that it was his hope that the presentation would offer various budget scenarios for the Commissioners to consider and comment on, directing an overall course which next year's budget should take. Mr. Nichols presented a very detailed anticipated revenue and expenditure report. He identified critical budget needs developed by staff, non-discretionary cost related to salaries, which would have to be met, and provided an estimate of other items which could be funded with the remaining funds available. Mr. Nichols presented three scenarios for next year's budget based on various anticipated levels of revenue available to the Library through Prop. E (Library Preservation Fund). The Library Finance Director discussed various additional staffing positions recommended by staff to improve security and patron services. He identified specific security positions to increase branch library security, a teen center librarian, additional curator and exhibit preparator positions, additional page positions, and a general laborer position to fill in staffing shortages. Mr. Nichols outlined increases to the book budget for a total amount of $4, 809,000. He additionally noted several projects to be absorbed into the budget as permanent costs. The Finance Director also identified a $1 million group of one time cost projects proposed by staff for technology enhancement, branch library deferred maintenance needs, express check out machines, and additional vehicles for the library. He also noted that this proposal included fees for consultants to assist the Library in preparing to compete for Prop. 14 (State Library Construction and Improvement Bond) funds and to facilitate technology infrastructure upgrades to facilitate the Library's migration to improved technologies. Mr. Nichols reported that the anticipated growth in revenues would be more than ample to cover all of the proposed expenditures. The City Librarian noted that the branch library construction and improvement bond project manager positions identified in the budget would be covered by revenues generated by bond sales and would be reimbursed to the library's regular budget. Mr. Nichols the finally reviewed the overall budget proposal noting that it did not include any expansion of branch library hours. He then introduced Library Budget Officer Kathleen Lucey, who provided an overview of the costs involved in maintaining the Library's 1,112 public service hours schedule or considering any expansion. She noted that the Library currently exceeds the Prop. E (Library Preservation Fund) requirement of 1,028 public service hours by 144 hours per week system wide. Ms. Lucey outlined two scenarios discussing anticipated new personnel costs that could be incurred by adding additional Monday or alternatively morning and evening public service hours. She next discussed in great detail how either of these proposals might be done and how this could impact overall branch library staffing arrangements and levels of services provided at branch libraries. The Budget Officer next outlined the requirements of Prop. E (Library Preservation Fund) noting that an extensive series of public hearings would be required to be held in branches should the Commission decide to expand hours. She also discussed if increased public services hours were the highest identified patron priority as opposed to more books or alternative ways of providing enhanced patron services.

Public comment on Agenda Item #4 **LIBRARY BUDGET**

An anonymous member of the public found the description of the budget explanatory documents noted in the agenda too vague, finding three budget related documents provided for this item. The anonymous member of the public suggested that the assumptions underlying the branch library hour's increase scenarios were beside the point and that hours could be increased. Mr. Peter Warfield complained that he had not received all of the budget documents prior to the meeting and requested copies. Mr. Warfield expressed a wish that he could have had an opportunity to review the budget-related documents prior to the meeting. Mr. Warfield also observed that the additions to the book budget represented less than 1/20th of the overall library budget. He also requested more specific dollar amounts to be associated with each of the proposed technology plans.

Commission comment on Agenda Item #4 **LIBRARY BUDGET**

In response to questions by Commissioner Swig, Mr. Nichols explained in some detail how the Library budget would address the addition of permanent staffing increases proposed in the various budget options should the economy and therefore Prop. E (Library preservation Fund) revenues earmarked for the Library decline in future years. In particular he highlighted the reserve funds against a future "rainy day". Acting City Librarian Susan Hildreth explained to Commissioner Swig why hiring a consultant to assist with the Prop. 14 (State Library Construction and Improvement Bond) funds could be critical to the Library's success in obtaining Prop. 14 matching funds for some branch library projects. The Acting City Librarian discussed other possible ways to address anticipated branch staffing needs in answer to Vice President Steiman's inquiry concerning aspects of the suggested $1.3 million scenarios for possible expansion of branch library public service hours. In response to questions by Commissioner Bautista, Mr. Nichols explained how the library planned to address staffing issues that arose in the course of the build out of the branch library construction and improvement bond program. He additionally responded to Commissioner Bautista's concerns with the level of security provided in branch libraries and concerning what would be the next steps in seeking the Commission's approval of a final 2001/2002 budget. There was a general discussion among the Commissioners and the Acting City Librarian, and Mr. Nichols concerning the importance of closely monitoring additional staffing while addressing the Library's real staffing needs. In response to questions by Commissioner Bautista, Mr. Nichols and the Acting City Librarian clarified aspects of the various proposals, discussed the timeline for possible Commission action on the budget, and described how the proposed budget could address security concerns in branch libraries. Commissioner Chin requested that in future presentations that some of the materials be more clearly labeled to facilitate

CITY LIBRARIAN SEARCH COMMITTEE REPORT
Vice President Steiman called the Commission's attention to the possibility of creating an ad hoc Committee to conduct the City Librarian search process.

MOTION: by Chin, seconded by Commissioner Bautista that the Commission create an ad hoc committee to oversee the city Librarian Search process.

Public comment on Agenda Item #5 CITY LIBRARIAN SEARCH COMMITTEE

An anonymous member of the public spoke in favor of using a committee process to address this subject given the pressure that will be placed on the Committee to select a "Clint Eastwood" of City Librarians. The anonymous member of the public urged that the Commission study the failure of previous city librarian searches and have a clean and open process.

ACTION: AYE 5-0 (Bautista, Chin, Coulter, Steiman and Swig).

Vice President Steiman then appointed herself, and Commissioners Coulter and Swig to serve on the Ad Hoc City Librarian Search Committee

Agenda Item #6 NEW BUSINESS

No new business was offered

Agenda Item #7 PUBLIC COMMENT:

An anonymous member of the public noted that it had been a long and interesting meeting, noted that there was no discussion of the (Friends and Foundation MOU). The anonymous member of the public expressed great concern with the MOU urging a very cautious review of the document in view of the recently approved branch library bond issue. Ms. Deborah Doyle, Friends and Foundation called attention to the extensive volunteer support by library staff generously donating their personal time to support the branch bond proposal. In particular she praised the critical role played by Ms. Hildreth, the Acting City Librarian and urged that she be considered for permanent appointment as City Librarian.

Agenda Item #8 - ADJOURNMENT

MOTION: by Commissioner Bautista, seconded by Commissioner Coulter that the meeting be adjourned.

ACTION: AYE 5-0 (Bautista, Chin, Coulter, Steiman, and Swig)

The meeting was adjourned at 6:46PM

Michael Housh, Commission Secretary 1/8/01

The number of members of the public who spoke anonymously at this meeting. 1

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Draft Minutes of the Special Commission Meeting of November 16, 2000

Appendix A

The Public Comment Summary Statements included in these draft Minutes are authorized by San Francisco Administrative Code Section 67.16..

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The number of members of the public who spoke anonymously at this meeting. 1

Appendix A

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Draft Minutes of the Special Commission Meeting of November 16, 2000

Appendix A

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Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, November 16, 2000

Item 2:
Collection Development

"I received pursuant to my comprehensive request for agenda packets, a memorandum dated November 9, authored by Roberto Esteves. This document appears to be related to this agenda item, but is not mentioned as an explanatory document.

Regarding the comments on the community redistribution plan, I want to emphasis that this is not a favor to the community. These are items which are not qualified to be in our collection and are withdrawn. It is true that there have been a number of controversies in the past about the care with which we withdraw items. I have talked to individuals who think that we are still being too aggressive in withdrawing items that might be valuable. So the conundrum still exists: If it is not qualified to be in our collection, Why would someone in the community want it?

It urge the commission to constantly review the criteria for withdrawal."

Appendix A

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, November 16, 2000

Item 3:
Library Technology Plan

"I have not had a chance to review the document. I assume my comment is answered here. Let's hope my comment will be redundant.

There is no such thing as a technology plan independent of an organization plan to run a library.

There are two aspects of a technology interface. One is to provide Internet access to our patrons and the other is to provide catalog access. There is a danger of Internet access driving out catalog access. Two of the elements of this report seem to contain value judgments have not been completely considered. Why is it a value to have a seamless interface? Why is it a value to have the catalog access seamless with the Internet access?

We should assure that we are placing a significant priority on the primary function of this library which is providing access to our collections and to information."

Draft Minutes of the Special Commission Meeting of November 16, 2000
Appendix A

The number of members of the public who spoke anonymously at this meeting. 1

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, November 16, 2000

Item 4:
Library Budget

"I pointed out a flaw with respect to explanatory documents in a previous agenda item. It is in fact a legal requirement that explanatory documents be listed on an agenda. The statement here is wonderfully vague. The statement 'An unknown number of unnamed documents' would fulfill the same function.

It has been an ongoing problem to verify that the public is seeing what you are seeing. As I understand it, there are three documents distributed to the commissioners on this agenda item.

I can see that it is absolutely impossible to increase hours in the branches. The public does not want more hours. Librarians are not even looking for jobs any longer. Whatever the library does will cost $1.3 million.

I would suggest that the assumptions of this analysis are completely beside the point. We can increase hours. We can increase the staff and find something for them to do."

Appendix A

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, November 16, 2000

Item 5:
City Librarian Search Process

"I am generally in favor of taking items that are important and potentially laborious and assigning them to a committee. It is appropriate to assign this to a committee.

I want to emphasize the pressure that is placed upon the commission in selecting a city librarian. You have been told many times that the criteria for selection in the past was being called the 'Clint Eastwood of librarians.' This was a product of the process of selection.

The process of selection becomes part and parcel of who gets selected. I hope that this committee, and eventually the entire commission, will investigate the historical factors of previous searches, why they were problematic, and attempt to address some of those concerns.

I also hope that you will have an exceptionally open, clean and honest selection, so that we can have confidence in the person ultimately selected."

Draft Minutes of the Special Commission Meeting of November 16, 2000

Appendix A

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, November 16, 2000

Item 7:
Public Comment

"I have not prepared extensive comments on the veranda factor or anything else.

I do want to comment that this has been a long and interesting meeting. Since this meeting was originally foreseen as a chance to review the proposed MOU. We have seen neither hide nor hair of the MOU.

The MOU is an item of great concern to everyone. I hope that it will come up in the near future and the comission will take a very cautious review of what it means to have an MOU and what it means to be a public library. There was a recent bond issue passed in which one of the oft remarked factors was the clarity of the planning process. There was concern about why various factors have the influence that they do."

BRANCH HOURS

- The Branch system is open 1,112 hours per week.
- Average of almost 43 hours per branch.
- The Main Library is currently open 60 hours per week.

- Proposition E requires a minimum of 1028 hours per week.
- Currently, SFPL exceeds this standard by 144 hours per week.

- Costs of adding hours to our branches:
  - staff scheduling
  - ability to recruit part-time staff
  - programming demands
  - security, custodial and engineering workloads
  - utility costs
  - increased demand for materials
  - delivery services
  - highest cost of additional hours lies with the cost of personnel to staff

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- Two hypothetical scenarios.

Scenario #1

To open 12 additional branches on Monday.
Total additional library hours: 96 (12 branches x 8 hours)
Total workload hours: 189 hours (23.625 FTE x 8 open hours)
Total cost: $1.3 million

	Positions	FTE	Total Annual Cost
Merced	4	1.875	$109,975
Bernal	5	2.375	$139,128
Glen Park	4	1.750	$92,953
Golden Gate Valley	4	1.750	$92,953
Ingleside	4	1.750	$92,953
Noe Valley	5	2.375	$141,657
Oceanview	4	1.750	$92,953
Park	4	1.875	$116,847
Portola	5	2.250	$130,527
Potrero	4	1.875	$116,847
Presidio	5	2.250	$130,527
Visitation Valley	4	1.750	$92,953
To staff all of the above branches on Mondays from 10-6 - staffing costs TOTAL:	**52**	**23.625**	**$1,350,275**

Assumptions

- That we will hire new half-time (or less) positions.
- That we will be able to find meaningful work elsewhere to complete the half-time assignments (or 15 hour/week assignments in the case of library pages)
- That we will be able to hire part-time staff that will be available to work the eight additional hours to open these branches on Monday.
- That there is a pool of library professionals available and willing to work as part-time floaters.
- That we will staff these branches on Monday in a manner similar to how these branches are staffed on other days of the week.

Issues

- Is there a candidate pool of part-time librarians and library assistants available?
- Recruitment of part-time staff available to work a full day on Monday.
- May require a reassessment of our full-time and part-time staffing schedules to accommodate new hours (redeployment).
- Need to determine what level of librarian staff would be needed for the additional hours.
- How will we occupy part time staff that may be hired to staff new hours?

Scenario #2

To open 8 branches for 3 additional hours (in the morning OR evening)
Total additional library hours: 24 (8 branches x 3 hours)
Total workload hours: 75.75 hours (25.25 FTE x 3 open hours)
Total cost: $1.3 million

	Positions	FTE	Total Annual Cost
Richmond Branch (Thurs 10-1 OR Mon 6-9)	10	4.625	$254,779
Mission (Thurs 6-9 pm)	9	4.125	$234,611
Chinatown (Thursday 6-9 pm)	14	6.250	$327,499
Sunset (Thursday 6-9 pm)	8	3.625	$202,928
Visitation Valley (Thursday 10-1)	3	1.375	$72,402
Glen Park (Thursday 10-1)	4	1.750	$86,081
Ingleside (Thursday 9-12)	4	1.750	$86,081
Oceanview (Thursday 10-1)	4	1.750	$86,081
To staff all of the above branches for additional hours (as noted) - staffing costs TOTAL:	**56**	**25.250**	**$1,350,462**

Assumptions

- That we will hire new half-time (or less) positions.
- That we will be able to find meaningful work elsewhere to complete the half-time assignments (or 15 hour/week assignments in the case of library pages)
- That we will be able to hire part-time staff that will be available to work the additional hours to open these branches for extra hours.
- That there is a pool of library professionals available and willing to work as part-time floaters.
- That we should staff these newly open hours at these branches in a manner similar to how these branches are staffed on other similar days of the week.

Issues

- Is there a candidate pool of part-time librarians and library assistants available?
- Recruitment of part-time staff available to work on particular evenings or mornings at particular branches.
- May require a realignment of our current part-time staffing schedules to accommodate new hours.
- Need to determine what level of librarian staff would be needed for the additional hours.
- How will we occupy part time staff that may be hired to staff new hours?

Revenue Forecasts

SCENARIO 1 (3.5% Growth)	2000-01	2001-02	2002-03
Carryforward Balance	$1,890,789	$1,509,789	$1,509,438
Library Preservation Fund	$18,459,055	$19,105,122	$19,773,802
General Fund	$28,728,527	$29,742,079	$30,736,439
Fund Balance (LPF)	$800,000	$881,000	$0
Subtotal, Revenue	$47,987,582	$49,728,201	$50,510,241
Estimated Expenditures	$47,487,582	$49,728,552	$50,447,552
Reserve	$2,390,789	$1,509,438	$1,572,127
% of Revenue	5.07%	3.09%	3.11%

SCENARIO 2 (4.7% Growth)	2000-01	2001-02	2002-03
Carryforward Balance	$1,890,789	$956,789	$956,531
Library Preservation Fund	$18,459,055	$19,326,631	$20,003,063
General Fund	$28,728,527	$30,070,663	$31,076,523
Fund Balance (LPF)	$800,000	$1,434,000	$0
Subtotal, Revenue	$47,987,582	$50,831,294	$51,079,586
Estimated Expenditures	$47,487,582	$50,831,552	$50,911,552
Reserve	$2,390,789	$956,531	$1,124,565
% of Revenue	5.07%	1.94%	2.20%

SCENARIO 3 (5.1% Growth)	2000-01	2001-02	2002-03
Carryforward Balance	$1,890,789	$1,016,789	$1,016,814
Library Preservation Fund	$18,459,055	$19,409,696	$20,089,036
General Fund	$28,728,527	$30,193,881	$31,204,054
Fund Balance (LPF)	$800,000	$1,374,000	$0
Subtotal, Revenue	$47,987,582	$50,977,577	$51,293,090
Estimated Expenditures	$47,487,582	$50,977,552	$51,042,552
Reserve	$2,390,789	$1,016,814	$1,267,352
% of Revenue	5.07%	2.05%	2.47%

FY 2001-02

BUDGET PLANNING STATUS REPORT HANDOUTS

Library Commission
November 16, 2000

Additional Issues

- Scenario #1 and #2 are just two of many possibilities.
- Opportunities:
    - We may utilize any new staff to increase current staffing during currently open hours at a branch in order to provide better public service.
    - We may open additional hours at the same or different branch in a complimentary manner.
    - We may increase program development and support.
- How do we determine the need for additional hours?
- Are additional hours a priority with our patrons and where specifically is there additional demand for hours?
- The Prop A Bond
- Impact on Library's budget and other alternatives

Proposed Expenditures

	TOTAL	Priority 1	Priority 2	Priority 3
AVAILABLE SOURCES	**$5,128,000**	**$3,879,000**	**$1,103,000**	**$146,000**
Baseline Adjustments	**$1,885,000**	**$1,885,000**	**$0**	**$0**
Salary & Fringe COLA, Step Inc., Reclasses	$1,800,000	$1,800,000		
Work Order Increases	$85,000	$85,000		
Policy Adjustments (Permanent, Ongoing)	**$1,508,000**	**$913,000**	**$464,000**	**$131,000**
Book budget	$250,000	$158,000	$92,000	
New Positions (Various)	$1,041,000	$573,000	$372,000	$96,000
Media Services Equipm Maint & Supplies	$25,000			$25,000
Outsourcing of Library Notices	$65,000	$65,000		
Collection Program	$70,000	$70,000		
Ergonomic Materials & Supplies	$30,000	$30,000		
Blding System Maint Contract Cost Increases	$17,000	$17,000		
Office Supplies	$10,000			$10,000
Policy Adjustments (One-time Expenditures)	**$1,735,000**	**$1,081,000**	**$639,000**	**$15,000**
Branch M&R	$240,000	$240,000		
Techn Enhancements (Phase II)	$600,000	$600,000		
Vehicles (various)	$71,000	$71,000		
Replace Telephone System in Branch Libraries	$400,000		$400,000	
Micro-film Replacement (SF Chron/Exam SF Wkly)	$60,000		$60,000	
Migration to Client/Srvr Integrated System (Consult)	$25,000	$25,000		
Consultant - Prop 14 Planning	$25,000	$25,000		
Other Equipment				
Main Equipment	$35,000		$35,000	
Vac Cleaners/Carpet Cleaner	$10,000		$10,000	
Security Cameras, card readers, alarms (OPS)	$10,000		$10,000	
Branch Equipment (Security)	$124,000		$124,000	
New Identification Card System	$15,000			$15,000
Self-Check Machines (2 @ Branch, Main)	$120,000	$120,000		
TOTAL	**$5,128,000**	**$3,879,000**	**$1,103,000**	**$146,000**
Subtotal, Permanent/Ongoing	**$3,393,000**	**$2,798,000**	**$464,000**	**$131,000**
Subtotal, One-time Costs	**$1,735,000**	**$1,081,000**	**$639,000**	**$15,000**
		POSITIONS	FTE	
PRIORITY 1	**$3,879,000**	**11.38**	**8.78**	
PRIORITY 1 & 2	**$4,982,000**	**19.76**	**15.32**	
PRIORITY 1, 2, & 3	**$5,128,000**	**21.76**	**16.82**	

Revenue & Expenditure Scenarios

Rate of Revenue Growth	3.5%	4.7%	5.1%
SOURCES			
New Revenue	$1,660,000	$2,210,000	$2,416,000
Base Revenue Reallocated	$1,338,000	$1,338,000	$1,338,000
Subtotal, Revenue	**$2,998,000**	**$3,548,000**	**$3,754,000**
Reserve	$881,000	$1,434,000	$1,374,000
TOTAL, REVENUE	**$3,879,000**	**$4,982,000**	**$5,128,000**
USES			
Baseline Budget Adjustments	$1,885,000	$1,885,000	$1,885,000
Policy Adjust. - Permanent	$913,000	$1,377,000	$1,508,000
Subtotal, Permanent	**$2,798,000**	**$3,262,000**	**$3,393,000**
Policy Adjust. - One-time	$1,081,000	$1,720,000	$1,735,000
TOTAL, USES	**$3,879,000**	**$4,982,000**	**$5,128,000**
One-times Funded by Revenue	$200,000	$286,000	$361,000
One-times Funded by Reserve	$881,000	$1,434,000	$1,374,000
TOTAL, ONE-TIMES	**$1,081,000**	**$1,720,000**	**$1,735,000**

November 8, 2000

San Francisco Public Library

TO: Susan Hildreth, Acting City Librarian
Management Team

FR: George Nichols, Finance Director

RE: FY 2001-02 BUDGET

Attachment A displays various budget plans that we will discuss with the Commission during their November 16th meeting. The plans are based on various revenue scenarios. As described on Attachment B, Priority 1 budget items assume $3.879 million in available resources; Priority 2 scenario assumes an additional $1.125 million in available resources; and, Priority 3 scenario assumes an additional $146,000 in resources.

At this time we are planning on a 3.5% growth in revenue (Priority 1). However if revenue increases are greater, additional budget adjustments will be proposed based on the priority needs each of you prepared and the discussions that we have had.

PRIORITY 1

Budget adjustments are based on 3.5% revenue increase ($1.660 million), a reallocation of base revenue funding one-time items in the current fiscal year ($1.338 million), and an allocation from reserves or unappropriated balances in the Library Preservation Fund (LPF) of $866,000.

Adjustments include:

- Permanent baseline adjustments of $1.885 million, primarily salary and fringe COLAs, annualization of current year new positions, and reclassification of existing staff.

- Permanent increases of $913,000 include:
  - 11.38 (8.78 FTE) new positions ($573,000).
  - Increase in the book and materials budget ($158,000 or 3.5%).
  - $182,000 to outsource library notices ($65,000), implement the materials collection program ($70,000), purchase ergonomic equipment and supplies ($30,000), and to cover increases in building maintenance & repair contracts ($17,000).

- One-time increases of $1.081million including funds for:
  - Branch maintenance and repair projects ($240,000).
  - Phase II Technology Initiatives ($600,000)
  - Vehicles for Custodial Services, Automation, and Operations ($71,000).
  - Consultant to facilitate Proposition 14 project planning ($25,000).
  - Consultant to facilitate the migration to a client/server integrated system ($25,000).

11/8/00 PROPOSED FY 2001-02 **ATTACHMENT A**

	TOTAL	Priority 1		Priority 2		Priority 3	
VAILABLE SOURCES	**$5,128,000**	**$3,879,000**		**$1,103,000**		**$146,000**	
Baseline Adjustments	**$1,885,000**	**$1,885,000**		**$0**		**$0**	
Salary & Fringe COLA, Step Inc., Reclasses	$1,800,000	$1,800,000					
Work Order Increases	$85,000	$85,000					
Policy Adjustments (Permanent, Ongoing)	**$1,508,000**	**$913,000**		**$464,000**		**$131,000**	
Book budget	$250,000	$158,000	e/	$92,000	f/		
New Positions (Various)	$1,041,000	$573,000	a/	$372,000	b/	$96,000	c/
Media Services Equipm Maint & Supplies	$25,000					$25,000	
Outsourcing of Library Notices	$65,000	$65,000					
Collection Program	$70,000	$70,000					
Ergonomic Materials & Supplies	$30,000	$30,000					
Blding System Maint Contract Cost Increases	$17,000	$17,000					
Office Supplies	$10,000					$10,000	
Policy Adjustments (One-time Expenditures)	**$1,735,000**	**$1,081,000**		**$639,000**		**$15,000**	
Branch M&R	$240,000	$240,000					
Techn Enhancements (Phase II)	$600,000	$600,000					
Vehicles (various)	$71,000	$71,000					
Replace Telephone System in Branch Libraries	$400,000			$400,000	d/		
Micro-film Replacement (SF Chron/Exam SF Wkly)	$60,000			$60,000			
Migration to Client/Srvr Integrated System (Consult	$25,000	$25,000					
Consultant - Prop 14 Planning	$25,000	$25,000					
Other Equipment							
Main Equipment	$35,000			$35,000			
Vac Cleaners/Carpet Cleaner	$10,000			$10,000			
Security Cameras, card readers, alarms (OPS)	$10,000			$10,000			
Branch Equipment (Security)	$124,000			$124,000			
New Identification Card System	$15,000					$15,000	
Self-Check Machines (2 @ Branch, Main)	$120,000	$120,000					
TOTAL	**$5,128,000**	**$3,879,000**		**$1,103,000**		**$146,000**	
Subtotal, Permanent/Ongoing	**$3,393,000**	**$2,798,000**		**$464,000**		**$131,000**	
Subtotal, One-time Costs	**$1,735,000**	**$1,081,000**		**$639,000**		**$15,000**	
		POSITIONS		FTE			
PRIORITY 1	**$3,879,000**	11.38		8.78			
PRIORITY 1 & 2	**$4,982,000**	19.76		15.32			
PRIORITY 1, 2, & 3	**$5,128,000**	21.76		16.82			

a/ See Attached

b/ See Attached

c/ See Attached

d/ Assumes outright purchase of phone system.

Provides for a 3.4% increase to books & materials budget.

f/ Provides for a 5.4% increase to books & materials budget.

BUDGET CHANGE PROPOSAL
FY 2001-02

SCHEDULE A

TITLE: Priority 1 Positions (Various)

DIVISION:
CONTACT PERSON:

Prioirty #

A. PERSONAL SERVICES

Classification Number and Title	Bi-Weekly Salary Range	No. Positions	FTE	Bi-Weekly Salary	Annual Salary
1404 Clerk (HR Training Room)	1191-1477	0.50	**0.38**	$1,333	**$12,997**
3602 Lib Page (Branch 11 - 20hr)	1109-1342	1.38	**1.03**	$1,225	**$32,845**
3602 Lib Page (First Stop - Main)	1109-1342	0.75	**0.56**	$1,225	**$17,916**
3630 L1 (OCYS Teen Center)	1849-2247	1.00	**0.75**	$2,048	**$39,936**
8207 (Ops/Branch B&G Patrol Officers)	1385-1678	2.00	**1.50**	$1,524	**$59,436**
7514 Gen Laborer (Operations)	1355-1666	1.00	**0.75**	$1,511	**$29,465**
xxxx Project Managers - Branch Bond (based on 5270 Sr. Architect Salary)	3087-3807	2.00	**1.50**	$4,167	**$162,513**
3542 Curator II (Public Affairs)	1674-2033	2.00	**1.75**	$1,853	**$84,312**
3602 Lib Page (Convert - Techn Srvc)	1109-1342	0.25	**0.19**	$1,225	**$5,972**
3520 Museum Preparator (PA)	1270-1539	0.50	**0.38**	$1,398	**$13,631**
			0.00		**$0**
			0.00		**$0**
			0.00		**$0**
			0.00		**$0**
			0.00		**$0**
			0.00		**$0**
			0.00		**$0**
TOTAL SALRIES		**11.38**	**8.78**		**$459,021**
FRINGE BENEFITS					**$113,848**
TEMPORARY HELP			**0.00**		**$0**
OVERTIME					**$0**
TOTAL		**11.38**	**8.78**		**$572,869**

BUDGET CHANGE PROPOSAL
FY 2001-02

SCHEDULE A

TITLE: Priority 3 Positions (Various):

DIVISION:
CONTACT PERSON:

Prioirty #

A. PERSONAL SERVICES

Classification Number and Title	Bi-Weekly Salary Range	No. Positions	FTE	Bi-Weekly Salary	Annual Salary
1404 Clerk (Finance)	1191-1477	1.00	0.75	$1,333	$25,994
7205 Chief Sta Eng (Operations)	2575	1.00	0.75	$2,575	$50,213
			0.00		$0
			0.00		$0
			0.00		$0
			0.00		$0
			0.00		$0
			0.00		$0
			0.00		$0
			0.00		$0
			0.00		$0
			0.00		$0
			0.00		$0
			0.00		$0
			0.00		$0
			0.00		$0
			0.00		$0
TOTAL SALRIES		2.00	1.50		$76,206
FRINGE BENEFITS					$19,308
TEMPORARY HELP			0.00		$0
OVERTIME					$0
TOTAL		2.00	1.50		$95,514

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102
Phone 415.557.4233, Fax 415.557.4240

/00

DOCUMENTS DEPT.

DEC 0 1 2000

SAN FRANCISCO
PUBLIC LIBRARY

NOTICE OF MEETING

A regular meeting of the San Francisco Public Library Commission will be held as follows:

DATE: Tuesday, December 5, 2000
TIME: 4:00PM
PLACE: Koret Auditorium, Main Library, lower level

llie L. Brown, Jr.
ayor

arles A. Higueras, A.I.A.
sident

rol Steiman
e President

len Marte Bautista
nnie K. Chin
ven A. Coulter
n A. Streets
rian W. Swig
missioners

san Hildreth
ing City Librarian

chael Housh
mmission Secretary

The meeting will be called to order

AGENDA:* **

1. PUBLIC EMPLOYEE EVALUATION - Commission Secretary ACTION

Public comment: (on all matters pertaining to the closed session)

Closed Session. Pursuant to Government Code Section 54957 and San Francisco Administrative Code Section 67.10(b) evaluation of Library Commission Secretary Michael Housh's performance.

Open Session. Reconvene in open session and, pursuant to San Francisco Administrative Code Section 67.12(a): motion and vote to a report if any action was taken or to disclose any or all of the discussions held in closed session.

2. APPROVAL OF THE NOVEMBER 8, 2000 MINUTES ACTION

Presentation of, discussion of, and possible action to approve the Minutes of the regular Commission meeting of November 8, 2000.
Explanatory document: draft minutes

3 CITY LIBRARIAN'S REPORT by Acting City Librarian Susan Hildreth DISCUSSION

(This a discussion item is to allow the City Librarian to report on recent Library activities and make announcements)
This report will consist of: a report on the Fortunio Estate Bequest, branch library improvements, and a report on the Prop. 14 (State Library) Bond Act Board meeting.

4. CITY LIBRARIAN SEARCH COMMITTEE REPORT ACTION

Presentation and discussion of a report by the City Librarian Search Committee on its activities, and possible action to authorize the Committee to proceed with its decision to interview and select a professional search firm to conduct a search process to identify and select candidates to propose to the Library

Commission for the position of City Librarian and to take all other steps it deems necessary to ultimately locate, screen and present a set of candidates to the full Commission for the Commission's consideration and possible recommendation to the Mayor for nomination for the position of City Librarian.

5. FRIENDS AND FOUNDATION MOU ACTION

Presentation of, discussion of, and possible action to approve and recommend to the Board of Supervisors for approval, a proposed revised Memorandum of Understanding (MOU) between the Friends and Foundation of the San Francisco Public Library and the Library and to direct the City Attorney to draft an ordinance for Board of Supervisors approval that is consistent with the terms of the revised MOU.

Explanatory documents: a revised draft MOU between SFPL and Friends and Foundation, and a summary of key changes in the 11/30/00 revision.

6. MAIN LIBRARY POST OCCUPANCY EVALUATION (POE) REPORT DISCUSSION

Presentation and discussion of staff response to all recommendations made in the POE.

Explanatory document: a report on response to Main Library POE recommendations.

7 NOMINATION OF COMMISSION 2001 OFFICERS ACTION

(This item is to allow Commissioners to nominate themselves or fellow commissioners for the offices of President or Vice President for 2001.)

8. FRIENDS AND FOUNDATION REPORT DISCUSSION

(This item is to allow the Friends and Foundation of the San Francisco Public Library to inform the Commission of their current and proposed activities.)

9. UNION REPORT DISCUSSION

(This item is to allow members of library labor organizations to report on employee matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's future consideration.)

10. NEW BUSINESS DISCUSSION

(This item is to allow Commissioners to introduce new agenda items for future consideration.)

11. PUBLIC COMMENT DISCUSSION

(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's future consideration.)

12. ADJOURNMENT (requires motion and public comment) ACTION

*** Public comment will be taken before or during the Library Commission's consideration of each agenda item.**

** Explanatory documents: Copies of explanatory documents listed in this agenda, and other related materials received by the Library Commission after the posting of this agenda, can be obtained from the Office of the Library Commission, Main Library, 6th Floor and also, to the extent possible, will be available on the Library's website at http://sfpl.lib.ca.us/.

Michael Housh, Commission Secretary - 12/1/00

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - Accessible Meetings Policy

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. late requests will be honored if possible.

A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 72 hours in advance of the need.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level, Koret Auditorium, except when otherwise noticed. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. r information about Muni's accessible service, please call 415/923-6142.

There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.

Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

Know Your Rights Under The Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact Donna Hall, Administrator, the Sunshine Ordinance Task Force, City Hall, Room 244 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4689 or at 415/554-7724 ph. 415/554-5163 FAX and website at Donna_Hall@ci.sf.ca.us. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.ci.sf.ca.us/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Attention: Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Admin Code secs. 16.520 - 16.534] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street #701, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us/ethics/.

Michael Housh, Commission Secretary
4/26/00

KEY REVISIONS
LIBRARY/FRIENDS AND FOUNDATION MOU

Revisions in 11/30 draft

- **Language added to Section 1.10 regarding "gifts of service".**
- **New section (1.11) added to clarify that the Friends and Foundation can use the Main Library and branches for activities and fundraising events.**

Revisions in 10/30 draft that remain in 11/30 draft

- **Annual supplemental funding increased from $200,000 to $300,000.**
- **Term of MOU remains 5 years (7/1/99 – 6/30/2004); lease for 6th floor office space is proposed for 9/12/2000 – 6/30/2004 with no renewal; lease for bookstore space can extend beyond term of MOU until 6/30/09.**
- **Library patrons will be asked if they wish to receive information about Friends and Foundation. Library will provide Friends and Foundation with contact information for only those patrons who have acknowledged that they wish to receive information from Friends and Foundation.**
- **New section (1.10) regarding "gifts of services", i.e. Friends and Foundation personnel working on behalf of library purposes. States that "Nothing in this MOU is intended to conflict with the terms of any current agreement between the City and any bargaining unit that is represented in the Library's classification series".**
- **Detailed description regarding the Events Management agreement has been eliminated.**
- **Proposal that City Librarian be given authority to accept gifts from Friends and Foundation up to $25,000 without Board of Supervisors approval has been dropped. City standard of department head approval of gifts up to $5,000 will continue to be used.**

Approval Timeline: Library Commission approval on 12/5/00, document submitted to Board of Supervisors in January 2001.

11/30/00 DRAFT
MEMORANDUM OF UNDERSTANDING
(San Francisco Public Library/Friends and Foundation)

THIS MEMORANDUM OF UNDERSTANDING ("MOU"), dated as of July 1, 1999, is by and between the CITY AND COUNTY OF SAN FRANCISCO, a municipal corporation ("City"), acting by and through the San Francisco Public Library ("Library"), and the FRIENDS AND FOUNDATION OF THE SAN FRANCISCO PUBLIC LIBRARY, a California non-profit public benefit corporation ("Friends and Foundation").

RECITAL OF FACTS AND CIRCUMSTANCES.

This MOU is made with reference to the following facts and circumstances:

A. The City's Main Library building (the "Building") is in the Civic Center. The San Francisco Public Library Commission (the "Commission") has jurisdiction over the Building and is responsible for its operation. The Building, consists of a total of approximately 387,000 square feet, and includes, among other facilities, space for offices and a bookstore.

B. The Friends and Foundation is a non-profit 501(c)(3) corporation devoted to: (i) assisting in the development of the San Francisco Public Library, which is a City department currently consisting of the Main Library and 26 branch libraries (the "Library") whereby the Library might develop further into one of the truly fine public libraries in the Nation, meet national library standards as set forth by the American Library Association, and fulfill its literary and educational purpose; (ii) consulting with, procuring the aid and cooperation of, and making recommendations and suggestions to the Library Commission, Board of Supervisors, the Mayor, and other boards, commissions and authorities having jurisdiction over library matters for the continued betterment of the San Francisco Public Library; (iii) encouraging gifts of rare, expensive, and other goods, properties and materials which the Library would not otherwise be able to secure; and (iv) promoting the public use of the Library and appreciation of its value as a cultural and educational asset to the community and encouraging related activities which will enhance the Library's position in the community.

C. The Friends of the San Francisco Public Library (the "Friends") had been operating under an MOU with City and County of San Francisco dated February 23, 1996, which terminated on June 30, 1999. Under that MOU, the Friends provided the San Francisco Public

Library with supplemental funding for particular Library projects. These funding grants enhance Library services, programs, materials and capital projects but are not intended to replace funding the City traditionally provides to the San Francisco Public Library. On July 1, 1999, the Friends merged with the Library Foundation of San Francisco ("Foundation"). The merged organizations continue operation under the name of the Friends and Foundation of the San Francisco Public Library.

D. The Foundation had been operating under an MOU with the City and County of San Francisco, dated May 2, 1996, which terminated on June 30, 1999, the date the Foundation ceased to exist. The Foundation had also been operating under an Events Management Agreement dated September 30, 1996 (the "Events Management Agreement") with the City. Under the Events Management Agreement, the Foundation provided services for the marketing and management of the event space in the Building for meetings, lectures, receptions, private functions and other events after the Building's public hours. The Events Management Agreement, as extended, also terminated on June 30, 1999. During the City's Fiscal Year 1999 – 2000, June 30, 1999 through July 1, 2000, the Friends and Foundation continued operating the events management program in the Building. On August 1, 2000, the Library Commission voted not to continue the events management program with the Friends and Foundation.

E. The Friends and Foundation is willing to continue providing supplemental funding to the San Francisco Public Library. In connection with such funding assurance, the Friends and Foundation will lease certain space in the Building. Specifically, the Friends and Foundation will lease office space in the Building for Library-related purposes and lease and operate the bookstore. In addition, the Friends and Foundation has already paid $240,000 for tenant improvement costs incurred in remodeling and renovating space on the second floor of the Main Library for the ultimate use of Library purposes. All other functions and services will continue until terminated under the terms of this agreement.

F. The Friends and the Foundation, prior to their merger in July 1, 1999, each occupied space in the Building since the Building opened in April 1996 under the terms of their respective MOUs with the City. From July 1, 1999 until the April 28, 2000, the Friends and Foundation occupied space on the second floor of the Building. Specifically, the Friends and Foundation had occupied, on a month-to-month basis, the office space described in the Memorandum of Understanding dated February 23, 1996 ("second floor office space") between the City and the Friends, under the same terms and conditions as are set forth in that MOU with respect to those premises, until April 28, 2000. The Friends and Foundation also occupied, on a month-to-month basis, the gift store space described in the Memorandum of Understanding dated February 23, 1996 ("second floor gift store space") between the City and the Friends, under the same terms and conditions as are set forth in that MOU with respect to those premises, until March 31, 2000. The Friends and Foundation's lease of office and bookstore space other than the second floor office and gift store space described above shall be governed in accordance with Section 2 (*Leased Space)* of this MOU.

G. The City is willing to agree to such leases in the Building and has determined that such leases are in the public interest by (i) enabling the Friends and Foundation to continue to perform services in furtherance of the public purposes of the San Francisco Public Library and (ii) facilitating the Friends and Foundation's efforts to raise private funds to help augment City funding for Library Department projects.

H. The City and the Friends and Foundation desire to set forth their understanding of the essential terms and conditions upon which they are willing to proceed with such transactions and assurances, and to express their mutual support for the endeavors described herein.

I. This MOU terminates and supercedes all prior MOU's between the City and the Friends of the San Francisco Public Library and the Library Foundation of San Francisco.

ACCORDINGLY, the City and the Friends and Foundation agree and express their intent to act and cooperate as follows:

1. SUPPLEMENTAL FUNDING

1.1. Annual Supplemental Funding by Friends and Foundation. The Friends and Foundation shall raise and expend private funds for the San Francisco Public Library for the purpose of enhancing City funding for particular programs, operations and services of the San Francisco Public Library. Specifically, the Friends and Foundation pledges to raise and expend at least $300,000 annually ("annual supplemental funding") in support of the Library over the term of this MOU. However, in no event shall the annual supplemental funding equal less than the combined fair market rental value of the leases for the office space and bookstore space described in Section 2 of this MOU *(Leased Space)* for the same period as recommended by the Department of Real Estate (Civic Center rental rates as of September 28, 2000 are attached as Exhibit C). Such annual supplemental funding shall be in addition to any expenses previously paid by the Friends and Foundation for remodeling and renovating the space on the second floor of the Building previously used as office and gift store space by the Friends and Foundation. Such annual supplemental funding shall also be in addition to any funds raised by the Friends and Foundation through capital campaigns and fundraising for special projects. Furthermore, such annual supplemental funding shall also be in addition to the rent required under Section 2.1.3 (*Rent*). Such fundraising by the Friends and Foundation is intended to enhance the funding for the San Francisco Public Library and not to replace traditional sources or levels of City funding. If the Friends and Foundation do not satisfy the requirements of this Section, the City shall have the right to terminate either or both of the office and bookstore leases described in Section 2 (*Leased Space*) of this MOU. The annual supplemental funding from the Friends and Foundation shall be utilized by the Library for purposes consistent with the mission of the Friends and Foundation, as described in Recital Paragraph B on page 1 of this MOU. The Friends and Foundation shall make such funds available to the Library Department in accordance with the process set forth below.

1.1.1. Term of Assurance. This MOU shall become effective upon full execution and delivery hereof and approval of this MOU by the City's Board of Supervisors and Mayor and shall expire on June 30, 2004, except to the extent the leases entered into under this MOU provide otherwise, in accordance with Section . 2.1.2 *(Leases of Office and Bookstore Space to the Friends and Foundation - Terms).* The Friends and Foundation's assurance of annual supplemental funding, as described in Section 1 *(Supplemental Funding)* of this MOU, shall terminate on June 30, 2004, or the date upon which the Friends and Foundation's lease of office space is terminated under Section 2.1.2 (*Leases of Office Space and Bookstore Space to the Friends and Foundation - Terms*), whichever date is earlier.

1.1.2. Library Proposal for Supplemental Funding. On or before February 15 of each year during the term of this MOU, the City Librarian or his or her designee (hereinafter collectively referred to throughout this MOU as the "City Librarian") shall develop and furnish to the Friends and Foundation a written proposal for use of the annual supplemental funding for anticipated programs (including operations, services, capital projects, purchases of fixtures, furnishings, and equipment, and other activities). The City Librarian shall use his or her best efforts to develop such proposal in consultation with the Friends and Foundation.

1.1.3. Friends and Foundation Review of Proposal. As soon as practicable after receipt of the proposal from the City Librarian, but in no event later than April 30 of each year, the Friends and Foundation shall complete its review of the proposal. The purpose of the review shall be to notify the City Librarian of which programs in the proposal the Friends and Foundation is willing to consider funding as part of its annual budget, consistent with the Friends and Foundation's mission.

1.1.4. Notice of Determination. The Friends and Foundation shall, as soon as possible but no later than June 30 of each year, notify the City Librarian and the Library Commission in writing of the Friends and Foundation's determination of which programs it is willing to fund and any special conditions to funding. The Friends and Foundation may agree to fund less than the full amount requested in the Library proposal. To the extent that the Friends and Foundation elect not to fund certain projects contained in the proposal or to fund less than the amount requested by the City Librarian, the notice of determination shall include a summary of the reasons for such determination and, if appropriate, a statement of how the City Librarian could modify the proposal to obtain funding. The Friends and Foundation may, in its discretion, approve modified or additional proposals at any time.

1.1.5. Friends and Foundation Funding Commitment. The Friends and Foundation's approval of supplemental funding in the notice of determination shall be based on then existing cash and other assets held by the Friends and Foundation. Such approval shall constitute a binding commitment, and shall not be subject to the subsequent ability of the Friends and Foundation to obtain additional cash or other assets to partially or fully cover the approved supplemental funding. The Friends and Foundation and the City Librarian shall agree on the terms and conditions upon which funds shall be disbursed to pay for approved programs. As a general principle, the Friends and Foundation and the City Librarian shall attempt to agree upon a reasonable payment schedule for each approved project, provided that the City Librarian shall periodically, but not less frequently than quarterly, submit invoices and other documentation of expenditures of Friends and Foundation grants for such project. The Friends and Foundation shall grant such funds to the Library or pay such costs directly to the vendor, as agreed upon by the Friends and Foundation and City Librarian. In the event the Friends and Foundation advances funds to the Library instead of providing monies on a reimbursement basis, the Friends and Foundation shall have the right to audit City records to confirm proper expenditure of such funds.

1.2. Waivers and Extensions of Deadlines. After consultation and mutual agreement between the City Librarian and the Friends and Foundation, any of the deadlines set forth in Sections 1.1 – 1.1.4 *(Supplemental Funding by Friends and Foundation)* above may be extended or postponed.

1.3. Capital Campaigns and Special Fundraising Projects. In addition to raising and expending the annual supplemental funding described in Section 1.1 *(Annual Supplemental Funding)*, the Friends and Foundation shall make a good faith effort to respond to requests made by the City Librarian for special capital campaigns and special fundraising projects to be undertaken by the Friends and Foundation on behalf of the Library.

1.4. Prior Approval by City Librarian of Fundraising Campaign Materials, Capital Campaigns and Special Fundraising Projects. The Friends and Foundation shall obtain the City Librarian's prior approval for all of their respective fundraising campaign materials, which (i) include any reference to the San Francisco Public Library or any of its programs or services, (ii) provide for any acknowledgments or benefits to be proposed or offered by the Friends and Foundation to campaign donors and potential donors which could have any impact on the Building or any other Library branches, property, programs or activities under the Library Commission's jurisdiction, or (iii) otherwise require the City Librarian's approval under Section 1.7 *(Privilege to Use Library Membership List; Approval of Mailings to Members)* below. All capital campaigns and special fundraising projects of the Friends and Foundation on behalf of the Library, as described above in Section 1.3 (*Capital Campaigns and Special Fundraising Projects)*, must be approved in advance by the City Librarian, in his or her sole discretion.

1.5. Notice of Terms of Pledges and Gifts. The Friends and Foundation shall provide the City with reasonable advance written notice of the terms and conditions of any proposed pledges or gifts which could (i) affect the Building or any other property, programs or activities under the Library Commission's jurisdiction or (ii) impose financial or other obligations or liabilities on the City. With respect to disclosure of gift and donor information, both parties agree to comply with all applicable laws, including any applicable provision of Chapter 67 of the San Francisco Administrative Code (the "Sunshine Ordinance").

1.6. Acceptance of Gifts. The City agrees that all funds accepted by the City from the Friends and Foundation will be held by the City Controller in accordance with the terms and conditions of lawful restrictions imposed by donors on the use of such funds. In accordance with Section 10.116 of the San Francisco Administrative Code, the City Librarian, in his or her sole discretion, is "authorized to accept any gift of cash in an amount not to exceed $5,000 or goods of market value not to exceed $5,000, which may from time to time be offered to the City and County of San Francisco" through the Library department by the Friends and Foundation. Gifts in excess of the $5,000 limit specified in Section 10.116 must be accepted by action of the City's Board of Supervisors. If such $5000 limit is increased by the Board of Supervisors, the increased limit shall apply.].

1.7. Privilege to Use Library Membership List; Approval of Mailings to Members. "The City grants the Friends and Foundation, as an agent of the San Francisco Public Library for fundraising purposes, the non-exclusive privilege to use the City's list of members of the San Francisco Public Library solely to solicit donations for the purposes described in Section 1.1 *(Supplemental Funding by Friends and Foundation)* of this MOU. Such privilege shall continue for the full term of the supplemental funding commitment referred to in Section 1.1 *(Supplemental Funding by Friends and Foundation)*, provided that the City Librarian may elect to terminate such privilege if he or she determines that the list has been misused in any way. The City Librarian shall use his or her reasonable efforts to provide the Friends and Foundation with periodic updates of such list from time to time during the term of the supplemental funding commitment. The City Librarian may withhold information relating to members of the San Francisco Public Library who have requested not to receive solicitations~~,~~ or any other materials from the Friends and Foundation, and the Friends and Foundation shall remove from its solicitation list any member who requests not to be solicited. In addition, the Friends and Foundation agrees to pay for the costs of mailing forms to current members of the San Francisco Public Library so that such current members~~they~~ may ~~request~~ indicate whether or not they wish to receive solicitations or any other materials from the Friends and Foundation. The City Librarian shall have the right to approve, in advance, all mailings, solicitation letters or other written communications or materials that the Friends and Foundation intend to distribute to members of the San Francisco Public Library and the general parameters of all scripts for telephone solicitations of members of the San Francisco Public Library. The Friends and

Foundation shall not send such written communications or make telephone solicitations unless the written communications or telephone scripts are approved in advance by the City Librarian. The Friends and Foundation, and its fundraising subcontractors and agents shall comply with all confidentiality laws relating to the use of the Library membership lists. Any contract between the Friends and Foundation and a subcontractor or agent for fundraising shall require compliance with all such confidentiality laws and shall provide that all information relating to the members of the San Francisco Public Library shall be kept strictly confidential and not be distributed or made available to any other party or used for any purpose other than for solicitations for the San Francisco Public Library.

1.8. Fiscal and Budgetary Provisions. All the terms hereof shall be subject to the City Charter's fiscal and budgetary provisions.

1.9. Funding to San Francisco Public Library. The Friends and Foundation shall not make gifts of funds or assets to any library other than the San Francisco Public Library unless a specific exception is approved in writing by the City Librarian.

1.10. Gifts of Services. Where the Friends and Foundation offers gifts of services, and the City accepts such gifts, such gifts shall be in addition to the annual supplemental funding described in Section 1.1 *(Annual Supplemental Funding by Friends and Foundation).* Nothing in this MOU is intended to conflict with the terms of any current agreement between the City and any bargaining unit that is represented in the Library's classification series. Parties to this MOU acknowledge that section 107 of the Memorandum of Understanding between the City and Service Employees International Union (SEIU) Locals 250, 535 and 790, covering the period from 7/1/2000 – 6/30/2003 (the "SEIU Agreement"), provides that "The City shall not use paid or unpaid volunteers... to displace Bargaining Unit employees. The City will not keep authorized budgeted positions vacant, nor is it the intent of the City Departments to initiate the reduction of the number of budgeted positions, for the purposes of using Volunteers...." (SEIU Agreement, Sec. 107 at p. 13.)

1.11. Fundraising Events and Activities in the Main Library Building and the Branches. The Friends and Foundation shall be authorized to periodically host fundraising events and activities in the Main Library Building as well as in the branch libraries, subject to the prior approval of the City Librarian in his or her sole discretion and in accordance with Section 3.3. *(Rules and Regulations established by the City Librarian and Department of Real Estate)*, as a means of carrying out the Friends and Foundation's fundraising obligations and activities under this Section 1 *(Supplemental Funding).*

2. LEASED SPACE

2.1. Leases of Office and Bookstore Space to the Friends and Foundation. The Friends and Foundation shall occupy the office space on the sixth floor of the Building ("office space") as of September 12, 2000 (a diagram of the office space is attached as Exhibit A *("Office and Bookstore Space to be Leased to the Friends and Foundation")*). In addition, the City Librarian has designated and approved space on the first floor of the Building for use in connection with the operation of a bookstore ("bookstore space") (a diagram of the bookstore space is attached as Exhibit A *("Office and Bookstore Space to be Leased to the Friends and Foundation")*. The Friends and Foundation shall occupy such office and bookstore space in accordance with the terms of this Section 2.1 *(Leases of Office and Bookstore Space to the Friends and Foundation).* The City, acting through the Department of Real Estate, and the Friends and Foundation shall undertake negotiations to enter into a lease of office space, and a lease of bookstore space, on the following terms and conditions:

2.1.1. Leased Office And Bookstore Premises. The leased premises for office space shall consist of no more than 2686 square feet, and the leased premises for bookstore space shall consist of no more than 400 square feet. The location and exact size of the office space and the bookstore space each must be approved in writing by the City Librarian.

2.1.2. Terms.

(a) Lease for Office Space. The lease for the office space shall be for a term commencing on September 12, 2000 and expiring on June 30, 2004, with no renewal option. The Friends and Foundation may terminate the lease for office space upon giving the other party not less than 90 days notice prior to the end of the term. The City may terminate the lease upon giving the Friends and Foundation not less than 90 days notice prior to the end of the term if the Friends and Foundation fails to meet its annual supplemental funding obligations under Section 1 (*Supplemental Funding).*

(b) Lease for Bookstore Space. The lease for bookstore space shall be for an initial term commencing on a date agreeable to both parties and expiring on June 30, 2004. At the expiration of such initial term, such lease may continue on a year-to-year basis, until June 30, 2009. Either party may terminate the lease upon giving the other party no less than 90 days notice prior to the end of the initial term and each lease year, provided that if neither party gives such notice each such lease shall be automatically extended for another year until June 30, 2009.

2.1.3. Rent. The rent payable by the Friends and Foundation shall be $1 per year for office space, and $1 per year for bookstore space.

2.1.4. Fair Market Rental Value of Office Space and Bookstore Space. In order to ensure compliance with Section 1.1 *(Annual Supplemental Funding),* on or before January 1 of each year during the term of this MOU, the City Librarian shall request that the Department of Real Estate provide an updated estimate of the combined fair market rental value of the leases for such office space and bookstore space in the Civic Center. Such updated estimates shall be attached hereto as part of Exhibit C *(Civic Center Rental Rates).*

2.1.5. Uses of Office Premises. The Friends and Foundation shall use the leased sixth floor office space for office and administrative purposes related solely to (i) the management of volunteer activities and programs in support of the San Francisco Public Library, (ii) the operation of the bookstore in the Building as further provided in this Section 2 *(Leased Space)*, (iii) fundraising for the San Francisco Public Library, and (iv) and for such other activities in support of the San Francisco Public Library as are approved by the City Librarian. The Friends and Foundation shall not use those leased premises for any other purpose. In connection with the lease, the Friends and Foundation shall have the right to shared use of a copy room convenient to those leased premises. The Friends and Foundation shall be responsible for negotiating an agreement with the City Librarian for the shared use of such copy room space, including the shared costs of leasing, maintaining and supplying a copier.

2.1.6. Use of Bookstore Premises. The Friends and Foundation shall use the leased bookstore space only for the operation of a bookstore, selling to the general public goods and other merchandise related to the promotion of the Building, the San Francisco Public Library and the City and County.

2.1.7. Merchandise. The merchandise sold in the bookstore shall consist of premium merchandise that promotes the San Francisco Public Library, including, but not limited to, T-shirts, mugs, historic photographs, posters, reading lights, school and office supplies, books by San Francisco authors and works by local artists, and donated books. All such merchandise shall be subject to the reasonable approval of the City Librarian. In managing the store and selecting and developing goods for the store, the Friends and Foundation shall cooperate with the City's Chief Administrative Officer and the City Store.

2.1.8. Non-Exclusive License to Use Logos and Other Marks. In connection with the lease of bookstore space and for no additional fee or charge, City, in the City Librarian's sole discretion, shall grant the Friends and Foundation a non-exclusive license to use the Library's logo and any other emblems, logos, symbols and designs, trademarks, copyrights or servicemarks or other commercial symbols approved by City in (i) the sale of merchandise at the bookstore, (ii) the Friends and Foundation' newsletter and in other correspondence with members and potential members of the Friends and Foundation and (iii) as otherwise approved in advance by the City Librarian. The term of the license shall coincide with the term of the lease of bookstore space. Subject to the rent in Section 2.1.3 *(Leased Space - Rent)*, the Friends and Foundation shall own all proceeds from works for hire sold during the term of the lease of bookstore space. At the conclusion of that lease, the City shall either (i) purchase from the Friends and Foundation all or a portion of the works for hire that have not been sold in the gift shop for its actual costs in producing the same, or (ii) allow the Friends and Foundation to continue to sell such works for hire outside the leased bookstore premises until all such works are sold. The City shall reserve the right to approve the use of City-provided or City-owned logos and any other marks on store merchandise, as the City Librarian, in his or her sole discretion, deems appropriate. All marks, artwork, copy, posters, photographs, videotapes, audiotapes, software, surveys and any other original or other derivative works of authorship created by the Friends and Foundation in connection with the bookstore lease and involving or using any City property shall be deemed "works for hire" under 17 U.S.C. §101 and shall be City's property and all rights thereto shall be assigned to the City. The Friends and Foundation shall take such action as is necessary or appropriate to protect the City's right, title and interest in City-owned or City-provided marks. The Friends and Foundation acknowledge that the City seal may not be used on any goods without Board of Supervisor's approval. The Friends and Foundation shall indemnify the City against any claimed infringement of patent rights, copyright, trade secret or other proprietary right or trademark in consequence of its use in the bookstore.

2.1.9. Banner. The Friends and Foundation shall have the right to place a banner, at the Friends and Foundation's expense, on the Grove Street side of the Building promoting the bookstore to the public. The banner shall be subject to the prior approval of the City Librarian. In addition, the Friends and Foundation shall, at its own expense, obtain any and all required regulatory approvals to place such banner on the Building.

2.1.10. Equipment; Trade Fixtures. The Friends and Foundation shall be responsible for furnishing all equipment, movable personal property and trade fixtures needed to operate the bookstore and occupy the office space. Such property shall belong to the Friends and Foundation, unless the Friends and Foundation elects, in its discretion, to donate such property to the City in accordance with applicable procedures for acceptance by the City of gifts.

2.1.11 Reports; Books and Records; Audit. The Friends and Foundation shall establish and maintain at the store or in the office space in the Building proper and accurate books, records, cash receipts and systems of account, and other data pertinent to the reporting of sales. All such records shall be subject to audit and inspection by the City or its agents. On an annual basis, the Friends and Foundation shall deliver to the Controller and to the City Librarian an independently prepared audit of all of Friends and Foundation's operations, including but not limited to its operations conducted in the bookstore space.

2.1.12. Utilities and Services. The City shall provide, at its cost, basic building utilities and services, including electricity, heating, ventilation, air conditioning, and janitorial services, for the uses permitted under the sixth floor office space and bookstore space leases, on the same basis as the rest of the Building. The City shall also provide telephone service for the Library-related uses permitted under those leases, provided the phones may not be used for personal phone calls. The Friends and Foundation shall be responsible for providing any security or other services necessary for the operation of the bookstore in addition to the base building services. In no event shall the City be responsible for any thefts or losses of store merchandise.

2.1.13. Tenant Improvements. The City shall not be responsible for any costs of installing or constructing any tenant improvements in the leased premises for the Friends and Foundation's use. If the Friends and Foundation construct any additional tenant improvements, the Friends and Foundation shall be responsible for all costs of such improvements and shall follow all applicable City contracting requirements relating to such construction work. Any significant alterations or improvements to the leased premises shall be subject to the approval of the City, acting through the City Librarian and Director of Property of the Department of Real Estate ("Director of Property"), in its sole discretion, and shall become the property of City. No approval whatsoever shall be required for improvements which cost less than $5000, do not affect the Building structure or systems, and comply with the City Librarian's guidelines for décor and improvements to the building. With respect to the space on the second floor of the Building that was previously used as office and gift store space by the Friends and Foundation, the Friends and Foundation, in accordance with the requirements of this Section, have already paid $240,000 for tenant improvement costs incurred in remodeling and renovating that space. The Library is currently using such space for Library purposes and intends to continue using such space for Library purposes.

2.1.14 Repairs and Maintenance. City shall be responsible for repairing and maintaining the structural portions of the Building and the common areas. The Friends and Foundation shall be responsible for maintaining the interior of the leased premises, provided that City shall provide basic janitorial services as provided above.

2.1.15. Insurance and Indemnity. The Friends and Foundation shall, at its expense, maintain liability coverage and other insurance required by the Department of Real Estate and the City's Risk Manager, in accordance with the City's typical requirements for office and retail tenants. Such insurance shall include (i) Commercial General Liability Insurance with limits not less than $1,000,000 each occurrence Combined Single Limit for Bodily Injury and Property Damage, including coverages for Contractual Liability, Personal Injury, Broadform Property Damage, Fire Damage Legal Liability ($50,000), Liquor Liability, Products and Completed Operations; (ii) Business Automobile Liability Insurance with limits not less than $1,000,000 each occurrence Combined Single Limit for Bodily Injury and Property Damage, including coverages for owned, non-owned and hired automobiles, as applicable; and (iii) Worker's

Compensation Insurance with Employer's Liability Coverage with limits of not less than $1,000,000 each accident. The general liability and automobile liability policies shall name the City and County of San Francisco, its officers, agents and employees as Additional Insureds and provide that such insurance is primary to any other coverage available to the Additional Insureds. If any of the insurance contains a general annual aggregate limit or a limit that includes legal defense costs, such aggregate limit shall be double the occurrence limits set forth above. All required insurance shall provide thirty (30) days advance written notice to the City at the address for notices to City in this MOU. The Friends and Foundation shall indemnify the City for any and all losses arising out of the Friends and Foundation's use of the leased office or bookstore premises, and such indemnity shall not be limited to the amount of its insurance.

2.1.16. Assignment and Subletting. The Friends and Foundation may not assign its interest in the leases of office and bookstore space or sublet either of those leased premises or any portion thereof. The Friends and Foundation intend to operate the bookstore with Friends and Foundation staff and volunteers. However, subject to the approval of the City Librarian, which approval may be given or withheld in the City Librarian's sole discretion, the Friends and Foundation may subcontract the operation of a bookstore.

2.1.17. Employer Taxes and Liability. The Friends and Foundation shall under no circumstances be deemed an employee of the City, and all employees or subcontractors working in the store shall be employees of the Friends and Foundation and not of the City. Friends and Foundation's volunteers working in the store shall not be deemed to be employees of the City, and liabilities arising from the acts or omissions of such volunteers shall be the responsibility of the Friends and Foundation, not of the City. The Friends and Foundation shall be responsible for employer taxes and liabilities.

2.2. Board Approval. Once this MOU is approved by the Board of Supervisors, the Director of Property shall be authorized to enter into the office and bookstore leases contemplated by, and consistent with the conditions set forth in, this MOU.

3. COMPLIANCE WITH APPLICABLE LAWS, RULES AND REGULATIONS

3.1. City Ordinance Requirements. The Friends and Foundation agrees to comply with each of the provisions set forth in Exhibit B *("Ordinances of the City and County* *of San Francisco")* and any other applicable City Ordinance, including any applicable provision of the Sunshine Ordinance. In addition, with respect to any lease entered into under this MOU, the Friends and Foundation agrees to comply with all applicable City Ordinances, including any applicable provision of the Sunshine Ordinance. All references to "Contractor" in Exhibit B shall be deemed to refer to Friends and Foundation.

3.2 Compliance with Laws and Regulations. Friends and Foundation, at Friends and Foundation's sole cost and expense, promptly shall comply with all laws, resolutions, regulations, judicial decisions and policies of any municipal, county, state or federal government or other governmental or regulatory authority with jurisdiction over the Friends and Foundation and the Building or any portion thereof, including without limitation, the City (collectively, "Laws") relating to or affecting the condition, use or occupancy of the Building in effect either at the time of execution of this MOU or which may hereafter be in effect at any time during the term hereof, whether or not the same are now contemplated by the parties.

3.3 Rules and Regulations established by the City Librarian and Department of Real Estate. With respect to all of the agreements referred to above for the use of the Building, the Friends and Foundation shall agree to comply with all rules and regulations established by the City Librarian and the Director of Property for the Building~~.~~ and any other Library branches, property, programs or activities under the Library Commission's jurisdiction.

4. REPRESENTATIONS AND WARRANTIES

4.1 Representations and Warranties of Friends and Foundation. The Friends and Foundation is a non-profit public benefit corporation duly organized, validly existing and in good standing in the State of California. The Friends and Foundation has been organized for the express purpose described in Recital Paragraph C above and is duly maintained as a 501(c)(3) tax exempt corporation.

5. POSSESSORY INTEREST TAXES

[This section may be subject to additional revisions by the City Attorney's Office]

(a) The Friends and Foundation, on behalf of itself and any permitted successors and assigns, recognizes and understands that the Friends and Foundation's use of the office and bookstore space in the Building under the terms of this MOU, or the documents anticipated hereunder, may create a possessory interest subject to property taxation and the Friends and Foundation, and any permitted successor or assign, shall be responsible for the payment of such taxes, if any, as are lawfully imposed and if no exemption applies.

(b) The Friends and Foundation, on behalf of itself and any permitted successors and assigns, further recognizes and understands that any assignment permitted hereunder and any exercise of any option to renew or other extension of this MOU may constitute a change in ownership for purposes of property taxation and therefore may result in a reevaluation of any possessory interest created hereunder. The Friends and Foundation shall report any assignment or other transfer of any interest in this MOU or any renewal or extension thereof to the County Assessor within sixty days after such assignment, transfer, renewal or extension.

(c) The Friends and Foundation further agrees to provide such other information as may be requested by the City and County of San Francisco (the "City") to enable the City to comply with any reporting requirements under applicable law with respect to possessory interests.

6. NOTICES

6.1. Notices. Unless otherwise expressly provided herein, any notice given under this MOU shall be effective only if in writing and given by delivering the notice in person or by sending it first-class mail or certified mail with a return receipt requested or by Express Mail, return receipt requested, with postage prepaid, as follows:

City:
San Francisco Public Library
Civic Center – 100 Larkin Street
San Francisco, California 94102
Attn.: City Librarian
Fax: (415) 557-4239

with a copy to:
Real Estate Department
25 Van Ness Ave.

San Francisco, California 94102
Attn: Anthony J. DeLucchi, Director of Property
Fax: (415) 552-9216

Friends and Foundation:
San Francisco Public Library
Civic Center – 100 Larkin Street
San Francisco, California 94102
Attn.: Executive Director
Fax: (415) 557-4375

or to such other address as any party may designate as its new address for such purpose by notice given to the other in accordance with the provisions of this Section at least ten (10) days prior to the effective date of such change. Any notice hereunder shall be deemed to have been given two (2) days after the date when it is mailed if sent by first class or certified mail, one day after the date it is made if sent by Express Mail, or upon the date personal delivery is made. For convenience of the parties, copies of notices may also be given be telefacsimile to the telephone number set forth herein or such other number as may be provided from time to time; however, neither party may give official or binding notice by facsimile.

7. GENERAL PROVISIONS

7.1. Entire Agreement. This MOU, including the exhibits hereto, which are made a part of this MOU, contains the entire agreement and all of the representations between the parties with respect to the subject matter of this MOU and supersedes all other oral or written agreements between the City and the Friends of the San Francisco Public Library and the Library Foundation of San Francisco. Any prior correspondence, memoranda, agreements, warranties, or written or oral representations relating to such subject matter are superseded in total by this MOU. No prior drafts of this MOU or changes from those drafts to the executed version of this MOU shall be introduced as evidence in any litigation or other dispute resolution proceeding by any party or other person, and no court or other body should consider those drafts in interpreting this MOU.

7.2. Amendments. Neither this MOU nor any term or provisions hereof may be changed or terminated, except by a written instrument signed by the parties hereto.

7.3. Assignment. The rights under this MOU are personal in character and neither this MOU nor any duties or obligations hereunder may be assigned or delegated by the Friends and Foundation unless first approved by City by written instrument.

7.4. Approvals. All City approvals under the agreements contemplated hereby shall be given by the City Librarian except as otherwise specified herein or in the City Charter.

7.5. Non-Liability of City Officials, Employees and Agents. No elective or appointive board, commission, member, officer, employee or other Agent of City shall be personally liable to Friends and Foundation, its successors and assigns, in the event of any default or breach by City or for any amount which may become due to Friends and Foundation, its successors and assigns, or for any obligation of City under this MOU.

7.6. Conflict of Interest. The Friends and Foundation states that it is familiar with provisions of Section 8.105 of the San Francisco Charter and Section 87100 et seq. of the California Government Code and certifies that it does not know of any facts which constitute a violation of such regulations.

7.7. Non-discrimination. The Friends and Foundation shall not, nor shall they permit any operator, assignee, subtenant or licensee to, discriminate against any person or group of persons solely because of race, color, creed, national origin, ancestry, age, sex, sexual orientation, gender identity, disability or acquired immune deficiency syndrome (AIDS) or AIDS related condition (ARC).

7.8. Subject to Charter Limitations. Any obligations of the City pursuant to any of the agreements contemplated herein are subject to the budget and fiscal provisions of the San Francisco Charter.

7.9. Effect. The parties understand and agree that this MOU is not intended to be, and shall not become, contractually binding on the parties, ~~nor is it intended to create any third party beneficiary rights,~~ except as provided in Section 1 *(Supplemental Funding)* above. This MOU is not intended to create any third party beneficiary rights. Subject to the foregoing, no legal obligations among the parties shall exist with regard to the subject matter hereof, unless and until the parties have negotiated and executed final agreements as contemplated hereby and such agreements have been approved the Friends and Foundation' board of directors and by the City's Board of Supervisors and Mayor, in accordance with applicable laws.

7.10. Cooperation. Subject to the terms and conditions of this MOU, the Friends and Foundation and the City, acting by and through the City Librarian and the Director of Property, shall use their good faith best efforts to do, or cause to be done, all things reasonably necessary or advisable to carry out the purposes of this MOU and the uses of the Building contemplated hereby as expeditiously as practicable, subject to all applicable approvals.

The parties hereto have executed this MOU on the day first mentioned above.

FRIENDS AND FOUNDATION OF THE SAN FRANCISCO PUBLIC LIBRARY,
a California non-profit public benefit corporation

By________________________________
Its________________________________

By________________________________
Its________________________________

CITY AND COUNTY OF SAN FRANCISCO
SAN FRANCISCO PUBLIC LIBRARY

By__________________________
Susan Hildreth
Acting City Librarian

APPROVED AS TO FORM:

LOUISE H. RENNE, City Attorney

By__________________________
Deputy City Attorney

APPROVED:

____
ANTHONY J. DELUCCHI, Director of Property
Department of Real Estate

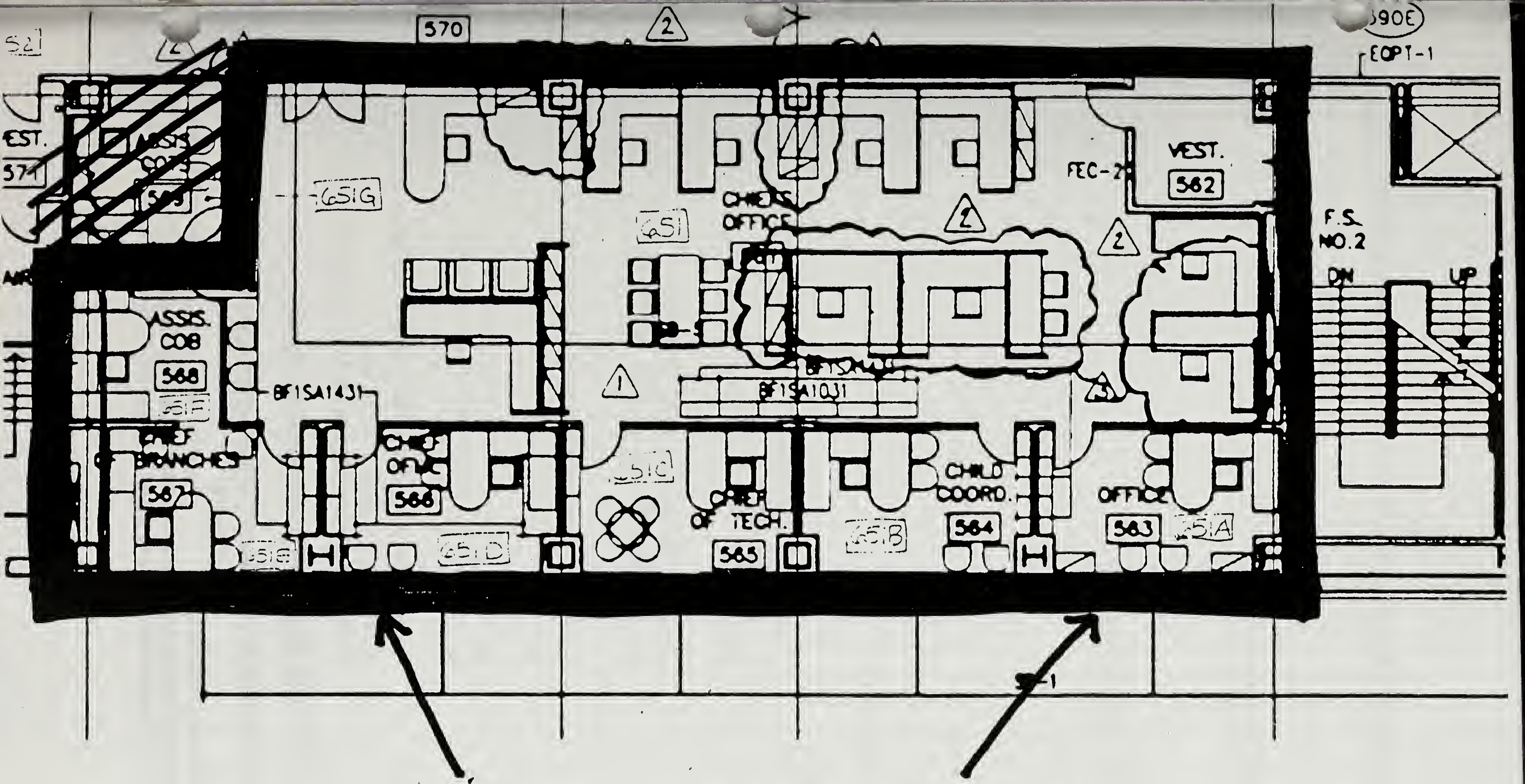
____
EDWARD HARRINGTON, Controller

11/30/00 DRAFT for review by the San Francisco Public Library Commission
This draft may be subject to further revisions by the City Librarian and the City Attorney's Office.
Changes to the 10/30/00 draft are marked below.

EXHIBIT A

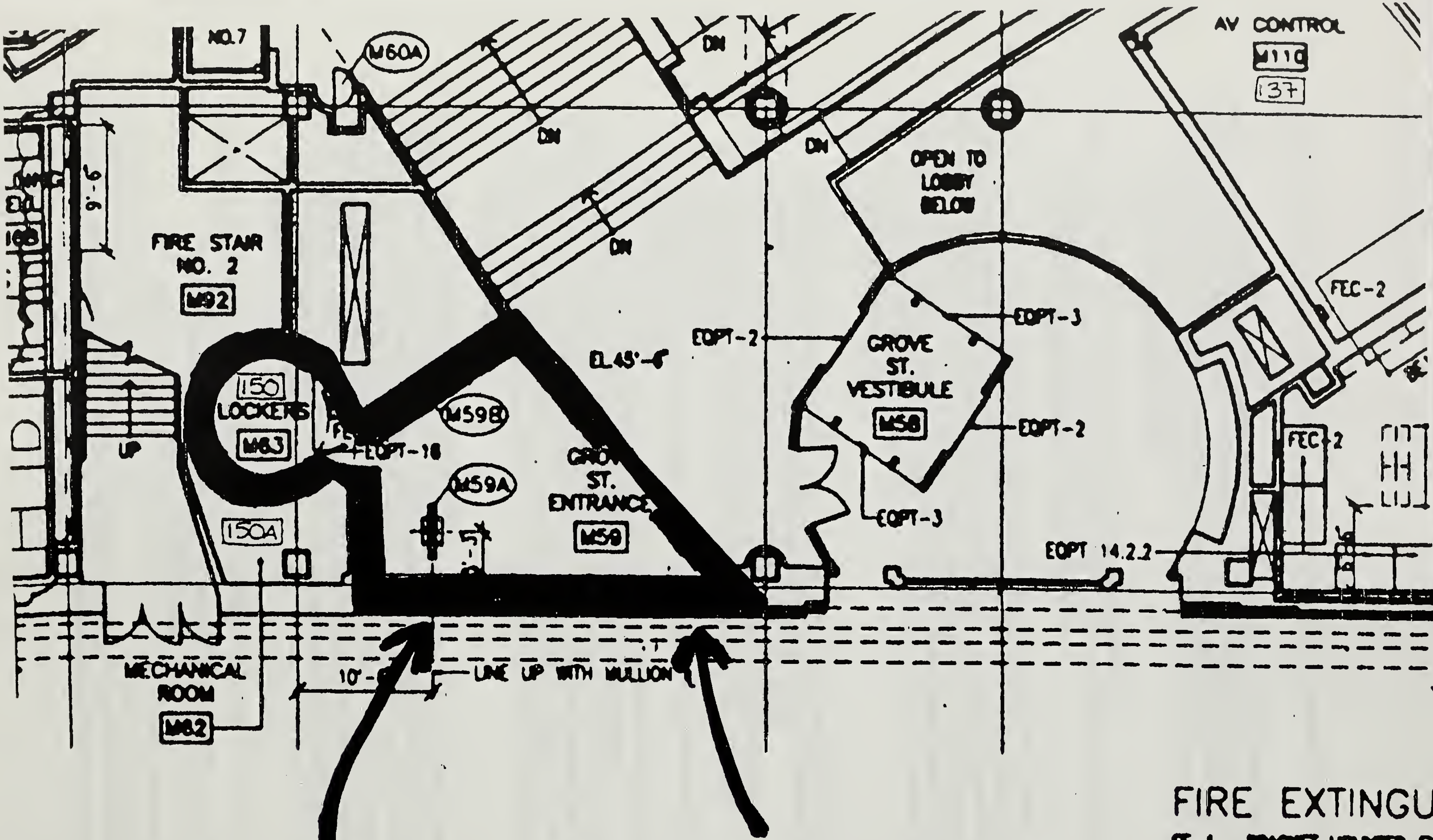
~~Descriptions of~~ Office ~~And~~ and Bookstore Spaces~~s~~ to be Leased to the Friends and Foundation.

[~~attached INSERT DESCRIPTIONS~~Insert diagrams]



FRIENDS & FOUNDATION
OFFICE SPACE

2686 SQUARE FEET



FRIENDS & FOUNDATION BOOKSTORE SPACE

387 SQUARE FEET

FIRE EXTINGU

FE-1	BRACKET MOUNTED EX
FEC-1	SURFACE MOUNTED TRI
FEC-2	RECESSED TRIMLESS C
FVC-1	SURFACE MOUNTED VA
FVC-2	RECESSED VALVE CABI
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FCC-2	RECESSED VALVE CABIN

EXHIBIT B

ORDINANCES OF THE CITY AND COUNTY OF SAN FRANCISCO

PLEASE NOTE: All references to "Contractor" in this Exhibit B shall be deemed to refer to the Friends and Foundation.

I. NONDISCRIMINATION

Contractor Shall Not Discriminate. In the performance of this MOU, Contractor agrees not to discriminate on the basis of the fact or perception of a person's race, color, creed, religion, national origin, ancestry, age, sex, sexual orientation, gender identity, domestic partner status, marital status, disability or Acquired Immune Deficiency Syndrome or HIV status (AIDS/HIV status) against any employee of, any City employee working with, or applicant for employment with Contractor, in any of Contractor's operations within the United States, or against any person seeking accommodations, advantages, facilities, privileges, services, or membership in all business, social, or other establishments or organizations operated by Contractor.

II. FALSE CLAIMS

Any contractor, subcontractor or consultant who commits any of the following acts shall be liable to the City for three times the amount of damages which the City sustains because of the act of that contractor, subcontractor or consultant. A contractor, subcontractor or consultant who commits any of the following acts shall also be liable to the City for the costs, including attorney's fees, of a civil action brought to recover any of those penalties or damages, and may be liable to the City for a civil penalty of up to $10,000 for each false claim:

(a) Knowingly presents or causes to be presented to an officer or employee of the City a false claim or request for payment or approval.

(b) Knowingly makes, uses, or causes to be made or used a false record or statement to get a false claim paid or approved by the City.

(c) Conspires to defraud the City by getting a false claim allowed or paid by the City.

(d) Knowingly makes, uses, or causes to be made or used a false record or statement to conceal, avoid, or decrease an obligation to pay or transmit money or property to the City.

(e) Is a beneficiary of an inadvertent submission of a false claim to the City, subsequently discovers the falsity of the claim, and fails to disclose the false claim to the City within a reasonable time after discovery of the false claim.

III. SUNSHINE ORDINANCE

In accordance with Section 67.24(e) of the S. F. Admin. Code, contracts, contractors' bids, responses to RFPs and all other records of communications between City and persons or firms seeking contracts shall be open to inspection immediately after a contract has been awarded. Nothing in this provision requires the disclosure of a private person's or organization's net worth or other proprietary financial data submitted for qualification for a contract of other benefit until and unless that person or organization is awarded the contract or benefit. Information provided which is covered by this paragraph will be made available to the public upon request.

IV. VIRGIN REDWOOD/TROPICAL HARDWOOD BAN.

City urges Contractor not to import, purchase, obtain, or use for any purpose, any virgin redwood, virgin redwood wood product, tropical hardwood or tropical hardwood wood product.

V. TOBACCO ADVERTISING BAN

Contractor acknowledges and agrees that no advertising of cigarettes or tobacco products is allowed on any real property owned by or under the control of the City, including the property, which is the subject of this MOU. This prohibition includes the placement of the name of a company producing, selling or distributing cigarettes or tobacco products or the name of any cigarette or tobacco product in any promotion of any event or product. This prohibition does not apply to any advertisement sponsored by a state, local or nonprofit entity designed to communicate the health hazards of cigarettes and tobacco products or to encourage people not to smoke or to stop smoking.

EXHIBIT C

CIVIC CENTER RENTAL RATES:

FAIR MARKET VALUE OF OFFICE AND BOOKSTORE SPACE IN THE CIVIC CENTER AS DETERMINED BY THE DEPARTMENT OF REAL ESTATE*

To be updated annually in accordance with Section 2.1.4 *(Leased Space – Fair Market Value of Office Space and Gift Space)

[INSERT Civic Center rental rates as of September 28, 2000]

City and County of San Francisco

Real Estate Division
Administrative Services Department

MEMORANDUM

Date: September 28, 2000

To: Richard Walsh, Director of Operations and Maintenance

From: Claudine O. Venegas, Senior Real Property Officer

Re: Civic Center rental rates

Civic Center commercial rental rates continue to escalate. The current range is between $42-$55 per square foot, net of services.

Feel free to call me if you have any further questions.

cvh:\\libraryquote2

(415) 554-9850
FAX: (415) 552-9216

Office of the Director of Property
25 Van Ness Avenue, Suite 400

San Francisco, 94102

Section Three: Findings and Recommendations

General

The Post Occupancy Evaluation is directed at improving public services. The consultants find that the Main Library is not as efficient to operate as other facilities of its size offering similar public services. Increased efficiency and better public service go hand in hand. To the extent that the facility interferes with the ability of the public to find materials and their way around the building, staff is forced to become less efficient. When materials do not move swiftly from return to the hands of the next user because of the location of sorting or inadequate shelving, staff is inefficient.

In addition to inefficiency, the consultants' surveys and observations find user dissatisfaction with aspects of the library. According to the data, dissatisfaction increases with frequency of visits. Data imply that the most unsatisfactory aspects of the library were as follows:

- overall building features and specific building features; (according to 24 percent of users) restrooms, internet access, noise and signage;
- access to the general collections and availability of material;
- confusion in using library services (66% of users). Significant number of users had difficulty finding a specific location or finding a specific item;
- waiting at service desks for materials that have to be paged and to return or take materials from the library

Section 3 summarizes the discussion from Section 2 in terms of findings and recommendations. Both the findings and recommendations pertain to the Main Library, Brooks Hall and the establishment of a system wide support services center.

Recommendations are supplemented by charts and diagrams showing how each floor of the Main Library, and how Brooks Hall might be renovated to incorporate the recommendations. All renovation proposals are diagrammatic and should be regarded only as one possible way to deal with a particular library issue. (Please note that the charts and diagrams for the Main Library were found in section 5 of the interim report and were presented at a Commission meeting in August. The diagrammatic concepts have not changed since that time. The information about Brooks Hall, however, is new to this report.)

In Section 4, the diagrams are followed by a cost summary which clusters the multiple projects in the diagrams into the format of a construction estimate. The cost estimate summary and detail describes how interior systems and finishes would have to be changed to accomplish the renovation. Sections 3 and 4 need to be studied together in order to better understand that the renovation proposed is orderly, manageable and will result in making room for the collection, better access for the public and greater efficiency for staff.

Findings and recommendations are categorized in the following areas.

1. Functional Design issues in the Main Library – relate to where spaces are located and configured, how they are configured, and the subsequent impact on users ability to obtain library services.
2. Legibility Issues in the Main Library – relate to how well users are able to navigate within the building to find materials and services,
3. Capacity Issues In the Main Library – relate to the building's capacity to house materials, services and staff,
4. Library Staff Operations in the Main Library – relate to the staff operations in order to provide public services
5. Facility Staff Operations in the Main Library-relate to staff operations in order to keep the building itself well maintained, and renovated as changes in public services require.
6. Reuse of Brooks Hall

1 Functional Design Issues

Finding

The architectural design of the building achieves one of the stated purposes of the original building program, that is, to provide a "high quality" space for the library. The building is a significant piece of architecture with attractive interior spaces. By all accounts, it is used informally as a place to meet a friend for coffee as well as for holding large public functions.

Finding

The Affinity Centers are well used. They are symbolic centers and repositories for important documents of the community. The Gay/Lesbian Center is particularly well supported.

Recommendation #1

Any renovation work to the building must utilize the same materials and design detailing as the original architecture. The city should appoint a design review panel to review all proposals and ascertain that they are in keeping with the intent of the original design. Stewardship of the building, the interior architecture and the furniture should be the facility management team's main responsibility,

including the ability to budget long term improvement projects. People with an appreciation for the architecture and asset management skills associated with a complex public facility should be part of the facility team. (no diagram)

Staff Response - Work must use same materials and design as original building

Library staff is working closely with Bureau of Architecture (BOA) staff to develop plans for building modifications suggested in the POE. Major modifications will be reviewed with the Library Commission. The appointment of a design review panel to monitor all building modifications is not recommended, as it would create a further step in an already time-consuming project planning process. Library and BOA staff are very sensitive to the need to design building modifications that integrate well with the existing building. BOA has a strong and thorough internal Quality Assurance Program that includes review of all phases of projects. If any changes are considered for works of public art, the San Francisco Arts Commission will be included to ensure that all proper review procedures are followed.

Finding

45% of users are likely to access first floor services. "First Stop" and AV are one of the smallest collections; there is no expansion room and the service desk is inadequate. The collection is difficult to find and use because it is tucked behind check out desks and the light level, while adequate, appears to be lower, than other areas of the library.

Recommendation #2

Collections should be enlarged through architectural renovation. By providing more materials on the first floor travelling by the public to upper floors will be reduced. Expand the "First Stop" collection at the ground floor into released space created by moving the Technical Services Department. There is a potential smoke exhaust concern associated with the removal of glass walls to open this area to the existing public space. Atrium smoke exhaust fan will need to have their velocity increased. TCE Engineers confirmed that the fans have the capacity with the original design engineer, however, the atrium smoke exhaust was negotiated with the San Francisco building department. If SF building department will not permit the removal of the wall, it will need to remain, but may be reglazed with transparent glass. (1st floor diagram)

The 2nd floor, which is effectively a large lobby, needs to provide more intensive public services in conjunction with "first stop" on the first floor. The offices and special collections on the 2nd floor, including the donated children's collection in compact shelving, should be replaced by an expanded AV or new books collection. *(Please note: The Children's collection is part of the library collection*

and was not donated.) Existing services can be consolidated in other areas of the library, offices can be relocated offsite and less used materials can be located in Brooks Hall. A check out desk and additional security points will need to located on the 2nd floor with attendant staffing costs.

Increasing public services on these two floors will mean that many users will find their needs are met in this area, rather like a small public library.

Staff Response – *Expand Services on 1st, 2nd floors*

Depending on the move of Technical Services, First Stop will be expanded into as much space as possible on the 1st floor. We may try to move the entire fiction collection there to open up more space on the 3rd floor. Other possible collections to move are Large Print and Learning Differences. Audio-visual services may stay on the 1st floor, but be expanded to provide growing room.

Original POE ideas for 2nd floor may not be implemented as suggested. The Commission has voiced its support for the Library for the Blind remaining in its current location. We will be looking at combining some services to maximize the use of both the Blind Services and Deaf Services units and provide some growing room for Project Read. The exact use for the Children's Historical Collection Room has not been determined as yet. It may be needed for staff offices; and it is not clear that it is large enough to accommodate all of the AV collection as recommended. More detailed study is needed on how best to open the 2nd Floor; increased operating costs may make this recommendation too expensive in the long run.

This recommendation includes the concept of bridging the 2nd floor and eliminating the grand stairway to the Children's Center from the atrium. Although staff is not planning on the removal of the grand stairway, we are considering proposing some connection on the 2nd floor that would bridge the Children's Center with the Larkin and Fulton Street areas. The creation of such a bridge would require additional security staff, at a minimum; and there may be other on-going operating costs as well. BOA staff will prepare several scenarios of possible bridging for consideration.

Finding

Observations and results from the staff survey show that the Technical Service staff is working in deficient space in terms of area and quality. The Department is poorly located, relative to the loading dock and distribution of materials throughout the library. It is also overcrowded; the L-shaped configuration of the space doesn't support the activities of the department and flow of materials being processed. This department does not have suitable access to critical functions necessary to their operation such as an adequate freight elevator, adjacency to the loading dock and delivery services, a break down and unpacking area, storage for supplies.

Recommendation #3

Relocate Technical Services to an off site location where it can serve the entire library system more effectively and more space can be provided for its critical staff functions. Technical Services has large amounts of staff who need daylight at their workstations as well as room to move large amounts of material between desks and the delivery dock. None of these criteria are met in the in the existing library. Brooks Hall was originally considered as a location, but the Brooks Hall's capacity for large amounts of regularized shelving makes it a better location for the ever growing archival and document collections. *(1st floor diagram, Brooks Hall diagram)*

Staff Response – Relocate Technical Services to off-site location

Vivian Pisano, Chief of Automation and Technical Services, and her staff have worked closely with Cy Silver, library building consultant, to determine the space needs and building program for the technical services function. With that information, Rich Walsh, Director of Operations and Maintenance and staff from the Department of Real Estate have surveyed the Civic Center area to see if there is any City-owned property or private property available for lease that would meet the needs of Technical Services. As of the late fall 2000, no such space was available. Rich Walsh is continuing to work with representatives of Real Estate to see if there is any City-owned property in any other location that might serve the needs of Technical Services.

Since the POE was issued, the Library was successful in obtaining authorization for $106 million in bond funds for renovation and construction projects, primarily for branch libraries. $10 million was allocated from these bond funds for renovations to Brooks Hall. Brooks Hall must be reconsidered as a potential relocation site for Technical Services, in light of this available funding. Library staff is working closely with other stake-holders to determine a master plan for use of Brooks Hall.

Finding

Users typically wait five minutes or more at separate check in/check out desks on the 1st floor. At peak opening and closing times, staff appears to underutilized at one or other of the desks; staff needs to be fully utilized at all times.

Recommendation #4

Combine the check out and check in desk so that the staff is fully utilized and more available to the public. *(1st Floor diagram)*

Staff Response - Combine check-in, check-out desk

We will redesign the Borrower Services desk to better accommodate both check-in and check-out and allow staff to be used more flexibly than is currently possible. We do need separate stations for check-out and return but they can be designed to function more effectively than in the current configuration. We will work on a design allowing clear, easy, and expedited service for the public and decreased repetitive motions for the staff.

Finding

On upper floors, users also wait at desks, although it may be because materials are being paged or staff is helping another user.

Recommendation #5

At paging desks this problem can be alleviated by increasing the amount of publicly accessible shelving. At public service desks on the 3rd, 4th and 5th floors, professional librarians need to be able to help users with any collection, even if the collections are different in nature. Shelving space is in such short supply, that ideal adjacencies for collections are not always possible to achieve.

The issue of whether one desk per floor would work has not been studied at this time; although staff reported that when desks are not staffed, users complain. For the purposes of this study, the desks are recommended to be moved to more visible locations, under the assumption the compact shelving will be dismantled and a second service point will be necessary when the paging desk disappears. Movement of service desks on the 3rd, 4th and 5th floors raises the issue of public art on adjacent walls. The consultants believe that this art is panelized and is removable; if this is not the case, then the art should remain in place to be visible adjacent to the service point.

Additional studies of a consolidated desk should be pursued, if compact shelving remains. With the paging desk, the 3rd, 4th and 5th floors have three desks, and it seems likely that users are being referred from a service desk, where they may wait, to a paging desk where they wait again.

At slow times another strategy may be to reassign all staff to a single desk on the floor, and inform users where to receive assistance through a system of electronic

signage which could be activated from a central location. It may also be possible to triage inquiries at a service desk on each floor, so that longer reference inquiries are sent to a designated location. 2)

Staff Response - Increase publicly accessible shelving

We are very interested in consolidating desks on upper floors and in the possibility of opening up compact storage on at least Floor 3. We have not looked into the removal and moving of public art until we more closely study the floor plans. We recommend waiting on redesigning the upper floors until we have fully planned the 1st Floor and know what can be accommodated there. We also need to better determine materials from the floors that are appropriate for Brooks and other remote storage. The collection assessment from OCLC will give us valuable information to help make more judicious shelving decisions.

Finding

There is not enough shelving for general collections. General collections are a source of dissatisfaction and appear to be related to ease of use and waiting time for paged materials. It may also be related to catalog inaccuracies based on the consultant's observation that the online catalog is deficient.

9 Finding

The compact shelving on the 3rd, 4th and 5th floors is among the most serious problems users are experiencing. The decision to use compact shelving appears to have been made to protect the collections and to utilize space more effectively, perhaps when a second basement was eliminated from the original project due to value engineering.

The fundamental decision to use compact shelving and the paging system makes it difficult for the public to access the collection. All surveys and the public focus group indicate a strong desire on the part of the public for access to more of the collection, because paging results in delays and the inability to search shelves for materials not found in the catalog.

The compact shelving units are overloaded. Because of the nature of the collection shelved there, all shelving appears to require frequent access. The combination of overloading and frequent access has caused the manual range shifting controls and the rails to begin to break down. It is difficult to imagine that the system will last for the near term, much over the projected life of the building.

Recommendation #6

In order to provide better access to more of the collection and remedy the shelving problems, remove the wall between the compact shelving and the system of paging materials on the 3rd, 4th and 5th Floors. Replace compact shelving with fixed shelving as shown in the diagrams. This recommendation, at first, appears to decrease collection space, however, even with compact shelving removed, the collection can be accommodated with some growth by moving non public uses out of the building. The POE team counted shelving in the library and in the diagrams. If the renovation proposed in the diagrams were implemented, shelving appears to be increased in the Main Library alone from 150, 054 linear feet to 154, 242 linear feet. (Note: these figures do not determine the size of the collection relative to either count which was beyond the scope of the POE. However, the building has a finite capacity and this capacity should help to point the way to collection development polices).

Since the shelving controversies first erupted at SFPL, shelving has been measured in miles. By elemental conversion, the figures above show that library shelving can increase from 28.41 to 29.22 miles. The shelving in Brooks Hall (discussed later) increases this count considerably. The consultants recommended and the library intends to conduct a collection development study following on the POE to determine how to both strengthen the collection and what its ultimate size should be. That study will also establish a definitive count of existing shelving and the size of the existing collection with projected growth, based on current materials budgets. Securing agreement on the current the level of shelving deficiency, as well as the ultimate size of the collection, is a fundamental determinant of the investment that should be made to improve library capacity. The size of the collection needs to move from an environment of continuing controversy, to a rational set of library policies. ***(3rd, 4th and 5th floor diagrams)***

Staff Response - Remove compact shelving and open floors to public

As in Recommendation #5, we recommend waiting for this redesign until we better know what can be accommodated on the 1st Floor and in Brooks. We are interested in opening up the 3rd Floor compact shelving to allow for public access, but are unsure about additional floors. It is quite common for large, urban libraries to have compact shelving. The collection assessment will have a major impact on this recommendation as well.

2 Legibility Issues

Finding

The public surveys found that 31% of those coming to the library were new users; essentially 1/3 of users may need staff assistance. The information that the library is more expensive to operate combined with the number of new users suggests that there may be an over reliance on staff for directions and that improving way-finding tools in the library will increase operating efficiencies as well as allow staff to engage in responding to needs that draw on their professional training. The consultants observed that signage is not visible in the path of travel, stack signage is deficient, the entry sequence is confusing, the atrium is an obstacle, and service desks are hidden or face away from the path of travel so that the staff at the desk is not visible.

Recommendation #7

All navigational aids need to be designed as a system by a consultant with a background in way finding design, as distinct from graphic design, for facilities which are visited at random by large numbers of people, preferably successful peer libraries. A librarian with a comprehensive understanding of the collection and the on line catalog should be assigned to work with the way finding designer. Pilot signage programs would be tried before fabricating the full system. Signage needs to be designed which is easily changeable, ADA compliant, and able to be fabricated cost effectively. Main directories should face the path of travel. Elements of the building need to be referenced in the signage system, so that the building itself can be grasped more intuitively. The maps and diagrams in the library are too abstract, and the fabrication is overly "decorative". Different words are used on the maps than on the floors, shelving end panels, and the catalog. Collections should be named for intuitive understanding, rather than by administrative designation, for example "new books" instead of "First Stop". The signage system for the Main Library should also be implemented in the branches, so that the same information is found throughout the system. *(no specific diagram)*

Staff Response - Navigational aids design

Philip Sowers, from Bureau of Architecture, is developing an RFP for a sign design system that will meet the suggestions in the POE, be changeable, and be duplicable in branches. We are experimenting with adding signs throughout the building, working with Public Affairs graphics staff, trying different lettering and materials to see what can be easily seen while not permanently impacting the building. We are still hoping a 3D tour will be developed and installed at Main Library entrances.

Finding

The entry sequence to the library on both the 1st and 2nd floors is confusing to users. Many users attempt to gain access to upper floors by using the curved stair adjacent to the information desk which dead ends at the 2nd floor. Users who enter at the 2nd floor can not see that they must go down to enter the Main Library circulation system. The information desk is by-passed because of its location. There have been many falls on the stairs to the atrium under the skylight as users look up into the height of the atrium.

Recommendation #8

By renovating the 1st and 2nd floors as previously discussed, the 1st and 2nd floors will be connected by public services. All that remains is to continue public access from the second floor to the landing in front of the Children's Collection to the grand stairs and the upper floors of the library. The elevator doors on the 2nd floor, which now open to staff spaces, should also open to the public space on these floors. Acknowledging the curved atrium stair as a main stair to upper floors requires relocating lobby security gates. Other problems that the library is facing can be incorporated into this remodel, such as the stainless steel sliding door which needs to be activated to separate the atrium from the lower floors after hours, and deficiencies in the wheel chair ramp.

Staff Response – Better entry sequence to upper floors of Library

Based on prior Commission discussion, it does not seem likely that the services currently located on the 2nd floor will be relocated.

The elevators that currently open to the second floor staff spaces could open to public spaces at the Fulton Street entrance. This would allow the public access to all floors at this level. It would require an increase in operating costs to allow for book detection systems, additional security officers and possibly Borrower Services staff, if a check-out desk were placed there.

An enhancement to the signage program will be undertaken to help lessen the confusion that some first time visitors experience. We have had success with new signage on the first floor to help patrons find Borrower Services, restrooms, elevators, etc.

Finding

The large round atrium that pierces the center of the building admits light and is a dramatic design element but interrupts the ability to visually scan the floor and disorients users who forget where on the circle the stairs or elevators are located.

Finding

The number and placement of light well openings on the third, fourth and fifth floors separate the shelving from seating areas and contribute to users difficulty in finding materials because bridges have to be crossed. Shelving is located behind smoke separation walls or tucked behind the main elevator core.

Recommendation #9

The atrium cannot be closed because of the air distribution system, and because of the goal of introducing interior light into the center of the large floor plate. To overcome the apparent interruption that it apparently presents, the circular atrium might be incorporated into the signage system as a conceptual compass or clock so that users have familiar icon to orient themselves. For example, the main service desk on the 3rd floor is at the West point of a compass or 9 o'clock, the elevators are at the North point or 12:00.

Staff Response - Incorporate atrium design into navigational aids

This will be considered as part of the signage system (see Recommendation #7 above).

3 Capacity Issues

The inventory of the collection and observation demonstrates that the library shelving is now "full." A number of departments have significant amounts of materials located in compact shelving in storage areas in the Main Library and in Brooks Hall. Of all the library departments it appears that only the Children's Department is able to adequately accommodate the book collection as well as the public service and staff offices. "Accommodation" is defined here to include these collections: reference materials, non-circulating items on open shelving, materials housed in staff-only areas on compact shelving, circulating items on shelving in public areas, items in storage in the staff only storage areas on other floors of the library, and items in "other" storage locations – Brooks Hall.

At the same time the public cannot find materials that the library holds. Many book trucks fill the aisles on the 3rd and 4th floors since there is insufficient capacity to shelve these books. The public cannot view the materials in the compact shelving or Brooks Hall. The library needs a combination of more space for the collections and space that is open to the public so that the system of paging, delays and dependence on heavy staffing is not expanded and users can browse the collection as they aspire to do.

Finding
If compact shelving remains in combination with increased efficiencies on some floors, the existing collection may be able to be accommodated. However, the effect on public services will be to continue long waits and public dissatisfaction, as well as continued breakdown of the overloaded compact shelving.

Recommendation #10

The library needs to adopt a comprehensive approach to increasing capacity, Incorporate unused floors for collections and public service, increase the density of use on public floors, move non public uses out of the library to release space for public services.

In the long run, it is the conclusion of the consultants that the library will need to seek solutions to its shortage of collection space outside of the existing building envelope if the collection continues to grow. At the same time, the library should assess its collection and shift it as follows:

- **public collections located in open shelving on all floors with an emphasis on popular materials on the 1st and 2nd floors;**
- **protected materials located on the lower level in compact shelving and paged from service desks utilizing roving pages with electronic pagers;**
- **archival and special collections located in Brooks Hall with independent public access and dedicated staff.**

Departments and services which function in support of the library system as a whole can be relocated to a System Wide Support Center. Several of these functions require excellent delivery and vehicular access. The Departments which the consultants recommend be considered for off site accommodation include Delivery Services, Technical Services, Automation Services, Personnel, Finance, the Friends and Foundation, Administration (except for the Director, Head of Main, Public Affairs Director, who should remain at the Main Library along with the Head of the Friends and Foundation).

Ideally the Support Center would be located adjacent to a branch library. Many branch sites are constricted and in busy neighborhood commercial districts with limited expansion and delivery capacity. The library intends to build a branch in the developing new neighborhood, Mission Bay. The Support Center could be combined with a branch there when it is built. If Mission Bay is not logical, other leased space nearer the Main Library with good vehicular access should be considered. Since the functions are primarily staff functions, the building needs to be able to provide quality office space, good public transportation access, parking and delivery, and security.

Staff Response – Increase capacity

The concept of the Support Center was certainly a viable suggestion when the POE was issued in January 2000. Since that time, several factors are impacting this recommendation. Bond funds, primarily designed for branch library construction and renovation, were approved by the voters, including $10 million for Brooks Hall. The availability of these funds makes the renovation of Brooks Hall a real possibility. It is anticipated that the Friends and Foundation of the San Francisco Public Library, a support group that has been occupying space in the Main Library since it opened in 1996, will be vacating their space (approximately 3,000 square feet of office space) no later than June 30, 2004, thereby freeing up much-needed office space in the Main Library in the short-term future. Real estate prices are sky-rocketing in San Francisco; and, in determining possible costs for branch library sites, which are much smaller than the site needed for the Support Center, costs for the creation of a new Support Center appeared to be prohibitive (at least $15 million). With the potential renovation of Brooks Hall and space being freed up in the Main, it is anticipated that the Main Library, in coordination with Brooks Hall space, can house public functions and support functions for many years to come. Remote or off-site storage of very infrequently used materials will need to be researched as archival collections grow over the years.

We will be assessing the collection and shifting as many popular materials as possible onto the 1st floor. Although we hope to move most materials needing protection into Main compact shelving on the lower level, some may remain in Brooks compact shelving or within the Archives/documents space in Brooks (see Recommendation #12). The emphasis will be on expedited access for our most requested materials.

Finding

The public expresses a strong desire for increased on line information terminals; and this area of development is mandatory for a large city library.

Recommendation #11

Utilizing cellular floor locations as shown in the appendix in Volume 2, increase the number of tables and carrels with on line access. The diagrams in this report suggest that a number of such tables could be located around the atrium in full view of service desks and for users to see if there is an available table as they walk up the grand stairs. *(3rd, 4th and 5th floor diagrams)*

Staff Response - Increase number of tables and carrels with online access

We are focusing on the remodel of Floor 1 and then will consider upper floors and rearrangement of furniture. We will definitely consider this recommendation, once we determine if we can truly take advantage of total floor area as the POE suggests. Although we do not consider study space insufficient at this point, we will reconsider when we begin the redesign of the upper floors.

Finding

The library is already relying on Brooks Hall to accommodate materials that belong in the public collection or in storage areas that located on the lower level of the library which would improve the efficiency of the paging staff. Retrieval of these materials is expensive in terms of staff costs and causes lengthy wait times for users when materials are retrieved form Brooks Hall. Main Library storerooms are at capacity with room only for Government Documents and archival materials.

Recommendation #12

Shift collections to locate the City Archive, other archival materials and older government documents in Brooks Hall in order to release storage for less used materials from the collection which the library does not want on open shelving. Develop a back government documents and archival center in Brooks Hall with independent access and staff.

Staff Response - Shift archival materials to Brooks Hall

We are working on accommodating some of this proposal into our Brooks Hall plans. Much will depend on the Library's space allocation in Brooks Hall. We are planning with SF History and Government Documents how to combine and provide access local documents. Although we hope to have independent access into Brooks, we are working on designs that would require as little additional staff as possible. We will continue to have a Documents center in Main, although we would shift older and less accessed materials to Brooks or to another remote storage facility.

4 Library Staff Operations Issues

Finding

Return slots and book drop receiving areas have a variety of problems. Conveyor systems intended to protect materials from impact seem to break down regularly. Return chutes and conveyors damage material and staff by-pass the system to protect materials. For instance, plastic cases used for audio visual materials shatter when they are dropped into the book return chute. Since approximately one-third percent of the circulation is audiovisual material, this is a major problem. Books are also damaged since they drop about two feet from the return chute to the belt. Paperbacks also suffer damage and are torn apart. There is not enough workspace behind the return desk. Because discharges and returns are separate drops staff efficiency is not optimized. Users typically wait a minimum of 5 minutes at return and discharge.

Finding

Moving materials from one part of the building to another also causes problems. The staff has noted that the carpeted areas make moving the loaded book trucks very difficult, especially for smaller staff members

Finding

In the sorting areas all returned materials except for those destined for the first floor go to the basement sorting room. The library has recently speeded work in the sorting room. This has lessened delays in returning material to the shelves, but the library faces the additional problem of insufficient shelf space, so materials are left on book carts, out of sequence and cluttering up floors. Consultants noted as many as 20 to 30 book carts holding materials on the third floor alone.

Recommendation #13

Improve the rate of returning materials to shelving by locating sorting immediately adjacent the return desk. Renovate or replace book drops. *(1st Floor Diagram)*

Staff Response - Relocate sorting and book drops

The 1st Floor Task force is looking at a redesign of the entire Borrower Services operation. We will definitely be recommending different book drops for the public to return materials, as well as finding ways to cut down on multiple steps in materials handling. The sorting function may be relocated adjacent to the return desk, or may stay downstairs, but with a renovated book conveyor system. A major problem with moving the sorting function to the 1st floor is access to the staff elevators; the hallway is narrow and hard to negotiate with book trucks. We hope to be able to integrate branch returns and deliveries with the Sorting Room.

Finding

The loading dock is dysfunctional in several respects. Large trucks hit the ceiling and ducts. No lift was provided, and as a result, material with lower tailgates requires off loading onto dollies, with material then hand trucked up the disabled access ramp to the receiving area. The ramp is too tight for many materials, so they are manually lifted onto the dock.

Recommendation #14

Renovate the loading dock to incorporate a mechanical lift that will allow trucks of any height to be directly off loaded onto an adjustable platform which raises to the height of the existing dock. Many warehouse suppliers make this type of equipment. A structural engineer will be required to design the structure for the lift, because the slab at the dock has a seismic joint with the base isolation pit below. The problem might be handled as a design build contact with review by the city's engineering staff. *(lower level diagram)*

Staff Response – Redesign loading dock

Philip Sowers, BOA, is currently working with the Library to identify the best type of lift that will be used by a wide variety of trucks that deliver to the Main Library. Mr. Sowers has prepared preliminary cost estimates. The Library has made site visits to review various applications of lifts. A funding request for the appropriate lift(s) will be included in the first bond supplemental.

Finding

Staff functions are disrupted because of glare. Automatic window shades in staff areas do not operate appropriately to screen glare; some windows do not have shades where they are needed.

Recommendation #15

The automatic shade system is under an extended warranty. It was apparently installed so that library facilities staff could reprogram it as required for different conditions. The manufacturer can assist offsite, essentially, providing tech support for re-programming the system computer. Because of facility staff changes in the library as well as at the manufacturer, this approach is not working. The only solution seems to be to reestablish the support link before the warranty period expires and retrain staff in the library as well. If staff time is not available, a system support consultant will need to be found. There are reported sensor problems on the roof as well. The manufacturer's representative disagrees with this but is willing to come on site to evaluate.

The system is obviously very complicated and facilities staff would prefer to have manually operated shades installed in all new locations. Shade problems seem to be primarily related to computer screens in staff areas, not to the temperature of

the space. The consultants suggest that relocation of works stations and computer devices be investigated prior to installing another shade system. The objective would be to solve problems for those who are directly affected; the problem may not exist for an entire department. Public areas should remain without shades.
(No diagram)

Staff Response *– Shade system operation*

Library staff has met with the manufacturer/installer of the shade system. The manufacturer has recommended that the sensors located on the roof be relocated to avoid misreading of shadows as the sun sets below the western linear atrium roof line.

Telcom connections have been reestablished with Mecco shade support staff in New York. They are tracking operation of the shade system and will offer adjustments to the system when they have completed their analysis. Some shades have been placed in the down position and taken off the system at the request of staff to help eliminate glare at computer screens.

If the adjustments do not meet the needs of staff, individual controls may be recommended. Adding manually operated shades in some areas may also be recommended.

Finding

Library staff has a number of issues including ventilation of staff restrooms, ventilation of other staff areas, size of work stations, ergonomics. Many of these issues are too detailed to be addressed given the comprehensive perspective of the POE Study, but they are very important.

Recommendation #16

Use the spread sheets in Volume 2 or a similar tool to list all facilities concerns. Budget a solution to the problem. Staff needs to be involved in working out resolutions to facility problems, however the action plan needs to be developed by the facility manager, a space planner, or architect who is familiar with library operations.

Staff Response *– Resolving facility issues*

Chief of Main and Operations & Maintenance are working closely with Philip Sower, BOA, to continue to identify and budget for corrections of variety of issues. Many issues have already been corrected by library maintenance staff or through *work orders completed by DPW, Bureau of Building Repair. Staff is providing the Commission with project status reports on a bi-monthly basis.*

5 Facility Staff Operations

Finding

Even if deficiencies did not exist, the Main Library building requires constant attention. It is a sophisticated building to operate and the quality of materials, the equipment that heats, cools, ventilates and powers the building, the furnishings all need a plan for maintenance and replacement. The current facilities staff probably does not have the complete range of skills or the time to develop a facility management plan for a building that was designed as a major contemporary civic showplace. The facility team currently relies on DPW for expertise in many areas particularly if design and construction services are needs.

Recommendation #17

Library facility managers need the authority, the skills and the budget to plan and maintain the facility to serve the interests of the library independently of other city departments. Even if none of the POE recommendations are implemented, over the life of the building change will be required. Many libraries are allowed to deteriorate until crisis occurs. This approach is not possible in a sophisticated operation, where many of the functions are linked. In order to plan facility changes, equipment replacement and system upgrades, the library should strongly consider having a contract with an independent facility/construction manager who is on call to assist with budgeting, construction cost planning, project phasing, and equipment replacement. Once a project is planned, budgeted, and funds secured, the construction manager can liase with appropriate city agencies to implement projects as is required by the city charter. If private funds are used, the library may be able to implement projects through the construction manger.

The library should also have maintenance contracts with specialized equipment companies for the HVAC, electrical, systems controls and telecommunications plant to assist core staff with diagnostics and repair. Facilities staff reports that planned redundancies in the HVAC system were eliminated through value engineering which means that equipment is probably serviced less frequently than is desirable.

That the facility will require major ongoing expense needs to be recognized, whether or not any of the renovation recommendations in the POE Report are implemented. A Master plan and budget was alluded to in the RFP but such a plan

exceeds the scope of the study. The plan still needs to be completed, however, and the library needs to budget for this effort to develop a schedule for maintenance and obsolesce. The library is a landmark civic structure, which requires stewardship of the highest order.

Staff Response – Facility Maintenance Plans

City departments routinely work order funds to the Department of Public Works for capital projects and maintenance repair issues. DPW can supply planning, design and construction management through it's various bureaus. We feel comfortable working with DPW to assist us with various project planning, design and implementation.

The Library has several maintenance contracts for building systems that are funded through the budget process. Contacts include a variety of equipment such as: automatic doors, elevators, HVAC system, rolling gates, fire-life safety systems, Building management systems, security systems, electrical distribution, open and closed water systems, emergency power systems, maintenance management systems, conveyor control systems.

Routine preventive and corrective maintenance is coordinated by in house staff via the library's building maintenance system and is scheduled on a regular basis. It would be beneficial to have an after-hours maintenance staff to do a variety of projects that are difficult or impossible to accomplish during normal work hours such as maintenance of air handling equipment, filter changes, interior window washing and dusting of high areas requiring scaffolds/man-lifts, area carpet cleaning, electrical distribution systems, or light fixture maintenance.

There should also be a budget contingency to address various repairs that are not anticipated. Such repairs could be necessitated by vandalism, major equipment or system failures or accidents. This contingency would only be used on an as-needed basis.

Finding

Public toilets are a major area of dissatisfaction for users and the facilities staff. It appears that the 1st floor toilets are overused and misused, as is common in large urban libraries. Toilets on other floors are not used, either because they have been closed for security reasons, as is the case of single toilets on upper floors, or they are out of the way, as in the case of the toilets on the lower level.

Recommendation #18

All toilets in the building conform to plumbing codes; allocating funds to solve this problem is a public service decision. The maintenance staff requests that the 1st floor toilets need to be redesigned and expanded, which can happen if Technical Services is relocated. Their objective is to be able to clean during the day when there is a problem without having to close restrooms. This objective requires expansion to develop compartmentalized sets of restrooms on the first floor. Costs have been provided for this work for the library's consideration.

The consultants recommend that before this step is taken, a good effort at redirecting users to lower level restrooms when cleaning occurs be tried. Staff also notes that plumbing is regularly clogged. They would like fixtures and plumbing to meet the standards of high security institutions. These suggestions are practical if all plumbing is replaced, but not achievable otherwise.

As an adjunct measure, it is recommended that maintenance staff be increased as necessary to clean restrooms at regularly scheduled intervals during the day with notification to users as to the time they will be closed. Alternatively, maintenance staff could be located in restrooms performing cleaning functions throughout the day. The provision of additional staff requires a cost benefit analysis as to whether renovation or different staffing patterns are a more effective resolution of this important problem. (1st floor diagram)

Staff Response – Public Restrooms

Public restrooms on the main level are closed for cleaning at regular intervals. Signs are posted directing patrons to other restrooms and signs are posted to inform patrons when 1st floor restrooms will be reopened (usually less than 30 minutes.)

A long-range solution should be considered when the 1st floor is reconfigured to accommodate expanded public service. Ideally, it would be beneficial to have the ability to close off one section of a restroom at a time to allow the custodian to do a thorough cleaning of one area and allow surfaces to dry before moving on to the next area.

Finding

The stainless steel exit system door between the lower floor and the atrium is unused because it is too heavy to slide without a motorized assist. Without this door in operation, the library's emergency exiting system is breached and the library cannot be secured after hours if events are held on the lower level.

Recommendation #19

Install motorized assist as required for size and with of door and connect to control system. *(1st Floor diagram)*

Staff Response – Exit System Door

The Library has a cost estimate for this work and is included in Mr Sowers' scope of work.

There were several specific recommendations regarding audio-visual systems and equipment that we are addressing as ongoing issues and incorporating in POE modifications.

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2
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draft

DRAFT

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102
Phone 415.557.4233, Fax 415.557.4240

DOCUMENTS DEPT.
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SAN FRANCISCO
PUBLIC LIBRARY

Willie L. Brown, Jr.
Mayor

Charles A. Higueras, A.I.A.
President

Carol Steiman
Vice President

Helen Marte Bautista
Lonnie K. Chin
Steven A. Coulter
Fran A. Streets
Darian W. Swig
Commissioners

Susan Hildreth
Acting City Librarian

Michael Housh
Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Draft Minutes of the regular meeting of Tuesday, December 5, 2000

The San Francisco Public Library Commission held its regular meeting on Tuesday, December 5, 2000 in the Koret Auditorium, Main Library.

The meeting was called to order at 4:08PM by President Higueras
The following members were noted present: President Higueras, and Commissioners Chin, Coulter, Streets, and Swig.

The Secretary noted Vice President Carol Steiman was excused attendance and that Commissioner Bautista's arrival was expected.

Agenda Item #1 PUBLIC EMPLOYEE EVALUATION - CLOSED SESSION- COMMISSION SECRETARY

MOTION: By Commissioner Chin, 2nd by Commissioner Swig to go into closed session pursuant to Government Code Section 54957 and San Francisco Administrative Code Section 67.10(b) for the purpose of evaluation of the Commission Secretary, Michael Housh's performance and employment.

The Commission went into closed session at 4:11PM
The Commission returned to open session at 5:03PM

MOTION: By Commissioner Streets, 2nd by Commissioner Swig pursuant to San Francisco Administrative Code Section 67.12(a): noted that no action had been taken and that due to the Personnel nature of the topic moved not to disclose any of the information discussed in the closed session evaluation of the Commission Secretary Michael Housh.

Public comment on Agenda Item #1 PUBLIC EMPLOYEE EVALUATION - CLOSED SESSION- COMMISSION SECRETARY

An anonymous member of the public made reference to "The Monkey's paw" suggesting that its point was that one should be careful of what one asks for because you may get it. The anonymous member of the public reported that the an anonymous member of the public proposed to continue to appeal a lawsuit which the anonymous member of the public had filed against the Library concerning public comment. Mr. Warfiled expressed disappointment at not being allowed additional public comment prior to the Commission's going into closed session on matters pertaining to the closed session.

ACTION: Aye 5-0 (Chin, Coulter, Higueras, Streets, and Swig)

Please note: These are draft Minutes subject to revision by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

APPROVAL OF THE MINUTES OF REGULAR COMMISSION MEETING OF NOVEMBER 8, 2000

Public comment on Agenda Item #2 APPROVAL OF THE MINUTES OF REGULAR COMMISSION MEETING OF NOVEMBER 8, 2000

An anonymous member of the public again noted that the audio tape of the Commission Meeting was incomplete. The anonymous member of the public noted two additional points first concerning remarks on page 5 about the Commission acting to remedy a problem it had previously denied existed, and secondly regarding funds said to have been budgeted to fund the City Librarian Search process. Mr. Peter Warfield found numerous deficiencies in the Minutes and urged some corrections and the addition of some specific details mentioned during discussions of a number of agenda items.

Commission comment on Agenda item #2 APPROVAL OF THE MINUTES OF REGULAR COMMISSION MEETING OF NOVEMBER 8, 2000

President Higueras noted that he would like to have the Minutes report that the funding for the City Librarian search process would be funded through moneys budgeted to the vacant Deputy City Librarian position. President Higueras also requested that the Minutes specifically note that the Mayor had requested that the Commission conduct a national search for candidates for the position of City Librarian. He also clarified that the Mayor had indicated that Ms. Hildreth would continue in her Acting City Librarian capacity until a new permanent City Librarian was selected.

MOTION: For approval of the Minutes as amended by Commissioner Chin, seconded by Commissioner Swig

AYE 5-0 (Chin, Coulter, Higueras, Streets, and Swig)

AGENDA ITEM #3 CITY LIBRARIAN'S REPORT

The Acting City Librarian provided the Commission with an overview of her spending proposal for the Fortunio Bequest of $158, 947. She recommended spending $20,000 on books and materials, $37,000 on physical plant improvements, for the rehabilitation of the Main Library's "Constellation" light sculpture, and $102,000 to be dedicated to improve Main Library audio visual equipment upgrades and improvements. Ms. Hildreth also noted that as Mr. Fortunio had listed improving audio visual equipment among the kinds of library enhancements he favored and specifically noted in his bequest.

The Acting City Librarian detailed work being done at several branch libraries such as Exterior painting at West Portal, a new roof at Bernal Heights, electrical improvements to allow computer upgrades at Parkside, and electrical upgrades and new furniture and equipment for Visitacion Valley branch Library. Ms. Hildreth further reported on the Prop. 14 (State Library Construction and Improvement Bond) board meeting and discussed progress in drafting the guidelines and regulations which would govern the distribution of such funds.

The number of members of the public who spoke anonymously at this meeting. 1

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

Public comment on Agenda Item #3 CITY LIBRARIAN'S REPORT:

An anonymous member of the public reported concern with and interest about the "Constellation" Sculpture and expressed dismay that gift funds were to be used to do what should have been addresses as routine maintenance. The anonymous member of the public urged regular reports on Prop. 14 (State Library Construction and Improvement Bond) funds availability. Mr. Peter Warfield noted concern with the state of the "Constellation" sculpture, expressing dismay at the use of gift funds for this purpose. Mr. Warfield expressed disappointment that only $20,000 or 12.5% of the gift would be used for the acquisition of books.

Commission comment on Agenda Item #3 CITY LIBRARIAN'S REPORT

In answer to questions posed by Commissioner Coulter, the Acting City Librarian discussed proposals which the State Treasurer had raised on "smart growth" in connection with his role as a member of the State Library Bond Board. Responding to questions by Commissioner Streets, the Acting City Librarian explained how the decision were made concerning apportioning of gifts such as the Fortunio Bequest. Ms. Hildreth noted that it was her intention to address the Commission's concerns with providing greater parity in Library support among the various affinity centers in the budget proposal she intended to bring forward in January. The Acting City Librarian emphasized the dire need for the proposed audio visual improvements, noting that the city didn't allow for equipment replacement and upgrade funds. President Higueras requested Library Administration consider long-term equipment replacement and upgrades issues when proposing next year's Library budget.

Agenda Item #4 CITY LIBRARIAN SEARCH COMMITTEE REPORT

Commissioner Darian Swig presented a brief report on the first meeting of the City Librarian Search Committee on Nov. 30,2000. Next, Donna Marion, Library Director of Human Services discussed a group of executive search firms she had identified as potentially having the expertise and experience to conduct a professional search process for candidates for the position of City Librarian. Ms. Marion further pointed out three firms as having been "pre-qualified" by the City to conduct executive search work for city departments without the need for doing a formal request for proposals (RFP) process. In response to questions by President Higueras, Commissioner Coulter described how a subcommittee chaired by himself and with a number of staff members would conduct formal interviews of the three firms identified as " pre-qualified". In addition Ms. Marion discussed the issue that two of the three pre-qualified firms indicated that they were willing to hire a subcontractor with particular expertise in doing executive search work for library directors.

Public comment on Agenda Item #4 CITY LIBRARIAN SEARCH COMMITTEE REPORT

An anonymous member of the public noted that the full text of this agenda item had not been fully described, noted little report on what had actually occurred in the Committee meeting. The anonymous member of the public expressed dismay that the Committee had not created a process involving staff, but now announced one, and that the only thing, which had occurred, was naming Commissioner Coulter to conduct telephone interviews of candidate firms and report back to the Committee. Mr. Peter Warfield reported attending the Committee meeting but felt unclear as to what the Committee had decided to do in setting criteria for selecting a search firm. Mr. Warfield expressed his belief that standards and criteria should be discussed prior to making any decision on the method of conducting the search process. Mr. Warfield also observed that he had proposed that the Committee engage in a RFP (request for proposals) process with extensive public comment and input prior to choosing whether to decide to use a search firm to conduct a private process.

Commission comment on Agenda Item #4 CITY LIBRARIAN SEARCH COMMITTEE REPORT

In response to a question by Commissioner Swig, Deputy City Attorney Adine Varah described the appropriate motion to authorize the Committee's work as : "possible action to authorize the Committee to proceed to interview and select a professional search firm to conduct a search process to identify and select candidates to propose to the Library Commission for the position of City Librarian and to take all other steps it deems necessary to ultimately locate, screen, and present a set of candidates to the full Commission for the Commission's consideration and possible recommendation to the Mayor for nomination for the position of City Librarian." Commissioner Coulter then discussed many of the questions and issues, which the members of his subcommittee could pose to the three "pre-qualified" search firms. His basic point being that only a highly qualified candidate firm would be chosen if possible from among the pre-qualified, but casting a wider net if needed. In response to questions by President Higueras the Deputy City Attorney clarified that it was not necessary to choose among the "pre-qualified" firms and that the Commission could conduct a full RFP (request for proposal) process if it wished to do so. There followed a extensive discussion among the Commissioners concerning a timeline and what kind of process which the Commission wished to follow in doing the City Librarian search process. It was a consensus of the Commission that the Ad Hoc Committee do most of the work, with regular reports to and input from the full Commission, of selecting a search firm and overseeing a search process resulting in a number of potential candidates which the full Library Commission would then consider. The motion was restated and a vote was taken.

MOTION: by Commissioner Swig, seconded by Commissioner Chin that the Commission authorize the City Librarian Search Committee to interview and select a professional search firm to conduct a search process to identify and select candidates to propose to the Library Commission for the position of City Librarian and to take all other steps it deems necessary to ultimately locate, screen, and present a set of candidates to the full Commission for the Commission's consideration and possible recommendation to the Mayor for nomination for the position of City Librarian.

ACTION: Aye 5-0 (Chin, Coulter, Higueras, Streets, and Swig)

Commissioner Chin left the meeting at 6:12PM.

Agenda Item #5 FRIENDS AND FOUNDATION MOU

The Acting City Librarian presented an overview of the November 30, 2000 revision of the Friends and Foundation MOU. Ms. Hildreth highlighted the two additional items which were emphasized in the text (copies attached). She noted first that nothing in the MOU would allow replacement of any classified library position with staff hired by the Friends and Foundation, and the second authorizing the Friends and Foundation use of the Main Library and branch libraries for fundraising events for the library. Ms. Hildreth noted that the Friends and Foundation Board had reviewed the proposed document, except the two highlighted items, and hoped that the Commission would act to approve it.

Public comment on Agenda item #5 FRIENDS AND FOUNDATION MOU

Ms. Cathy Bremer, Chief Steward, Librarian's Guild, Local 790 reported that members of the union had met with representatives of the Commission, Library Administration, and the Friends and Foundation to discuss the draft MOU and suggested that there remained significant areas of disagreement. Ms. Bremer found that the proposed agreement failed to meet requests made by Supervisor Yee, during Board of Supervisors Finance Committee hearings. Ms. Bremer reported on a number of specific areas of disagreement with the proposals. (The Commissioners agreed to allow Ms. Bremer additional time for her comments when her 3 minutes expired). An anonymous member of the public urged the Commissioners to heed comments made concerning the previous version of the MOU by Supervisor Yee at an August 2 meeting of the Board of Supervisors Finance Committee. The anonymous member of the public suggested that staff had not brought back to the Commission a report on the issues raised by Supervisor Yee as had been promised. The anonymous member of the public rhetorically suggested that no participant in the negotiations represented the interests of the City in crafting the MOU.

Commission comment on Agenda item #5 FRIENDS AND FOUNDATION MOU

Commissioner Coulter expressed approval that Ms. Bremer had brought her comments on the MOU to the Commission. He noted that there had been extensive discussion of the areas of disagreement and that it may be that there could only be an agreement to disagree. Commissioner Coulter suggested that he would prefer staff take one more opportunity to meet with the union to one more time fully discuss all of their concerns. The Acting City Librarian agreed to meet again with the representatives of the union to discuss all of their concerns.

President Higueras tabled the remainder of the agenda as the Commission was about to loose its quorum.

Agenda Item #8 - ADJOURNMENT

MOTION: by Commissioner Streets, seconded by Commissioner Swig that the meeting be adjourned.

ACTION: AYE 5-0 (Chin, Coulter, Higueras, Streets, and Swig)

The meeting was adjourned at 6:38PM Michael Housh, Commission Secretary 1/8/01

The number of members of the public who spoke anonymously at this meeting 1.

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

Appendix A

The Public Comment Summary Statements included in these draft Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 1

Draft Minutes of the regular Commission Meeting of December 5, 2000

Appendix A

The number of members of the public who spoke anonymously at this meeting. 1

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

City
and
County
of
San Francisco

Performance Appraisal Repor

DUE IN
DEC 2 9 2000
PERSONNEL OFFICE

Identification

LAST NAME FIRST NAME MIDDLE INITIAL Housh, Carl M.	2 CLASS No. AND TITLE 1544 Secretary, Library Commission		3 STATUS PE
4 WORK LOCATION & DIVISION Library Commission	5 DEPARTMENT Public Library	6 REASON FOR REPORT Annual	7 1st DATE IN CLASS 9/08/97
	8 PERIOD OF REPORT FROM 9/08/99	TO 9/08/00	9 PROBATION ENDS N/A

I. Duties and Responsibilities/Performance Criteria

Secretary, Public Library Commission

I. Duties and Responsibilities/Performance Criteria

Under the general administrative direction of the San Francisco Public Library Commission, the Secretary, Library Commission is responsible for the proper recording, transcription and distribution of the minutes and supporting documents of all Library Commission meetings and hearings; develops and distributes agendas, correspondence, and other documentation pertinent to Commission meetings, hearings and actions; does research; assists the President, committee chairs and other officers of the Library Commission in presentations and meetings of the Library; makes recommendations on assigned projects; answers questions from the public about Commission activities and procedures; helps library staff prepare for presentations before the Commission; represents the Commission at public and political gatherings, as directed; serves as parliamentarian, maintaining a knowledge of adopted rules and procedures and also laws and ordinances referenced in the San Francisco Public Library Bylaws, or other regulations which may apply relating to the conduct of Commission business; coordinates projects developed by the Commission and the City Librarian; acts as liaison between the Library Commission or the City Librarian and City Hall offices or other local government and community agencies; may deal with other job related matters as directed by the Commission and the City Librarian.

DEFINITIONS OF RATINGS

Use the following definitions to identify employee's level of performance when rating factors in Sections II, III and IV.

COMPETENT AND EFFECTIVE	Performs assigned duties at an acceptable level through demonstrated application of skills.
EXCEEDS STANDARDS	Performs assigned duties in a manner indicating exceptional understanding of essential functions. Results achieved are often better than expected of performance rated "Competent and Effective," but not of such uniqueness as to warrant an "Outstanding" rating.
OUTSTANDING	Performs assigned duties in a manner demonstrating mastery at every level of major responsibility. Results achieved are well beyond the level of performance rated "Exceeds Standards."
DEVELOPMENT NEEDED	Performance in one or more areas does not meet the requirement for a "Competent and Effective" rating. Improvement is required if acceptable results are to be achieved.
UNACCEPTABLE	Even under close direction, performance does not demonstrate the ability and/or willingness to produce required results.

II. Performance Factors *(Required for all employees)*

Competent/Effective	Exceeds Standards	Outstanding	Development Needed	Unacceptable
1. ATTENDANCE AND PUNCTUALITY				
GOOD OBSERVANCE OF WORKING HOURS; ONLY ROUTINE ABSENCE FROM WORK ☐	VERY PUNCTUAL AND DEPENDABLE ☐	EXTREMELY PUNCTUAL AND DEPENDABLE ☐	HIGH RATE OF LATENESS AND/OR ABSENCE FROM WORK ☐	EXCESSIVE AND PERSISTENT PATTERN OF LATENESS AND/OR ABSENCE FROM WORK ☐
KNOWLEDGE OF JOB				
WELL-INFORMED ON IMPORTANT PHASES OF THE JOB ☐	WELL-INFORMED ON ALL PHASES OF THE JOB ☐	EXCEPTIONAL KNOWLEDGE AND UNDERSTANDING OF THE JOB ☐	LACKS KNOWLEDGE OF SOME IMPORTANT PHASES OF THE JOB ☐	INSUFFICIENT KNOWLEDGE TO PERFORM THE ESSENTIAL JOB REQUIREMENTS ☐
3. QUANTITY OF WORK PERFORMED				
QUANTITY OF WORK MEETS ESSENTIAL JOB REQUIREMENTS ☐	QUANTITY OF WORK OFTEN EXCEEDS JOB REQUIREMENTS ☐	QUANTITY OF WORK CONSISTENTLY EXCEEDS JOB REQUIREMENTS ☐	QUANTITY OF WORK DOES NOT MEET JOB REQUIREMENTS IN SOME AREAS ☐	QUANTITY OF WORK FAILS TO MEET ESSENTIAL JOB REQUIREMENTS ☐
4. QUALITY OF WORK PERFORMED				
QUALITY OF WORK MEETS ESSENTIAL JOB REQUIREMENTS ☐	QUALITY OF WORK OFTEN EXCEEDS JOB REQUIREMENTS ☐	QUALITY OF WORK CONSISTENTLY EXCEEDS JOB REQUIREMENTS ☐	QUALITY OF WORK DOES NOT MEET JOB REQUIREMENTS IN SOME AREAS ☐	QUALITY OF WORK FAILS TO MEET ESSENTIAL JOB REQUIREMENTS ☐
5. EFFECTIVENESS IN WORKING WITH OTHERS				
WORKS EFFECTIVELY WITH OTHERS ☐	WORKS EFFECTIVELY WITH OTHERS UNDER DIFFICULT CIRCUMSTANCES ☐	ACTIVELY PROMOTES GOOD RELATIONS WITH OTHERS ☐	OCCASIONALLY HAS DIFFICULTY IN WORKING WITH OTHERS ☐	SERIOUS INATTENTION TO NEEDS OF OTHERS AND/OR CONTINUED CONFLICT WITH OTHERS ☐
6. ADAPTABILITY TO WORK SITUATION				
EFFECTIVELY ADAPTS TO DAY-TO-DAY DEMANDS OF THE JOB ☐	PERFORMS WELL EVEN UNDER PRESSURE OR IN DIFFICULT SITUATIONS ☐	PERFORMS EFFECTIVELY IN CRISIS SITUATIONS ☐	PERFORMANCE CONSISTENTLY DECLINES IN OTHER THAN ROUTINE SITUATIONS ☐	DOES NOT ADAPT TO ROUTINE DEMANDS OF THE JOB ☐
7. USE OF MATERIALS AND EQUIPMENT				
ROUTINELY CONSERVES MATERIALS AND/OR MAINTAINS EQUIPMENT ☐	OBTAINS MAXIMUM UTILIZATION OF MATERIALS AND/OR EQUIPMENT ☐	DEVELOPS IMPROVED TECHNIQUES FOR THE USE OF MATERIALS AND/OR EQUIPMENT ☐	OCCASIONALLY WASTEFUL AND/OR CARELESS ☐	UNACCEPTABLY WASTEFUL AND/OR CARELESS ☐
SAFETY				
INELY OBSERVES ALL ETY PRACTICES ☐	IDENTIFIES AND REPORTS SAFETY HAZARDS ☐	CONSISTENTLY IDENTIFIES SAFETY HAZARDS AND INITIATES CORRECTIVE ACTION ☐	OCCASIONALLY DISREGARDS SAFETY PRACTICES ☐	SERIOUSLY DISREGARDS SAFETY PRACTICES ☐

III. Managerial Factors *(Required for all supervisory personnel)*

Competent/Effective	Exceeds Standards	Outstanding	Development Needed	Unacceptable
1. COMMUNICATING				
USUALLY COMMUNICATES CLEARLY AND PRODUCES EFFECTIVE LEVEL OF UNDERSTANDING ☐	FREQUENTLY USES LANGUAGE SKILLS TO PROMOTE OPTIMAL LEVEL OF CLARITY AND UNDERSTANDING ☐	CONSISTENTLY USES LANGUAGE SKILLS TO MANAGE INTERPERSONAL PROBLEMS EFFECTIVELY ☐	SOMETIMES FAILS TO COMMUNICATE CLEARLY RESULTING IN MISUNDERSTANDING AND OR CONFUSION ☐	SERIOUS AND/OR PERSISTENT PROBLEMS USING LANGUAGE SKILLS ☐
2. PLANNING				
DEVELOPS NECESSARY GOALS AND PLANS AND EVALUATES RESULTS ☐	IDENTIFIES POTENTIAL PROBLEMS AND DEVELOPS CONTINGENCY PLANS ☐	PLANS CREATIVELY TO OPTIMIZE USE OF ALL RESOURCES ☐	POOR ATTENTION TO PLANNING AND/OR INEFFICIENT USE OF RESOURCES ☐	SERIOUS INATTENTION TO PLANNING AND/OR EXTREMELY WEAK IN UTILIZING RESOURCES ☐
3. DECISION MAKING				
USUALLY DEMONSTRATES SOUND EVALUATION OF FACTORS IN ROUTINE MATTERS ☐	DEMONSTRATES EXCEPTIONAL ABILITY TO SOLVE DIFFICULT PROBLEMS ☐	CONSISTENTLY DEMONSTRATES ABILITY TO SOLVE PROBLEMS OF A HIGHLY COMPLEX NATURE ☐	SOMETIMES OVERLOOKS AND/OR MISJUDGES BASIC FACTORS IN ROUTINE MATTERS ☐	SERIOUS INATTENTION TO DECISION MAKING; DECISIONS PRODUCE POOR RESULTS ☐
4. DIRECTING AND MOTIVATING EMPLOYEES				
EFFECTIVELY DIRECTS THE WORK OF EMPLOYEES ☐	MOTIVATES EMPLOYEES TO ACHIEVE HIGH PERFORMANCE ☐	IDENTIFIES EMPLOYEE POTENTIAL AND PROVIDES OPPORTUNITIES FOR OPTIMAL PERFORMANCE ☐	HAS DIFFICULTY IN DIRECTING AND/OR MOTIVATING EMPLOYEES ☐	SERIOUS INATTENTION TO DIRECTING AND/OR MOTIVATING EMPLOYEES ☐
5. TRAINING AND DEVELOPING EMPLOYEES				
MAKES PROVISIONS FOR EMPLOYEES TO ACQUIRE CESSARY JOB SKILLS KNOWLEDGE ☐	ENCOURAGES EMPLOYEES IN CAREER DEVELOPMENT ☐	ACTIVELY PROVIDES EMPLOYEE TRAINING AND DEVELOPMENT OPPORTUNITIES ☐	SOMETIMES FAILS TO PROVIDE NEEDED TRAINING OR JOB INFORMATION TO EMPLOYEES ☐	SERIOUS INATTENTION TO EMPLOYEE TRAINING NEEDS ☐

IV. Overall Evaluation

Competent and Effective	Exceeds Standards	Outstanding	Development Needed	Unacceptable
☐	☐	☐	☐	☐

V. Comments *Must be completed according to instructions.*

A. Facts/Specific Performance Documentation: *Adequate and accurate documentation is required.*
(Attach additional pages as necessary)

B. Employee Strengths:

C. Work Plan for Next Report Period:

D. Recommendations:

VI. Reporting Manager

NAME WORK ADDRESS

2 CLASS No AND TITLE

3. DATE OF REPORT

4 CONFERENCE REPORT WITH (Managers Signature)

5. SIGNATURE

VII. Employee's Statement *(See Handbook for Statement of Employee Rights)*

☐ I agree with this report. ☐ I do not agree with this report. Sect.____ No.____

☐ I request a conference with the Reviewer.

☐ Rebuttal attached.

2. DATE OF COUNSELING INTERVIEW

3 SIGNATURE CERTIFIES I HAVE READ REPORT

VIII. Reviewer's Certification

NAME WORK ADDRESS

2. CLASS No. AND TITLE

3. DATE OF REVIEW

4 DATE OF CONFERENCE INITIALS OF THOSE PRESENT

☐ I certify that I have reviewed this report.

☐ I have taken the following action:

6 SIGNATURE

KEY REVISIONS
LIBRARY/FRIENDS AND FOUNDATION MOU

Revisions in 11/30 draft

- **Language added to Section 1.10 regarding "gifts of service".**

- **New section (1.11) added to clarify that the Friends and Foundation can use the Main Library and branches for activities and fundraising events.**

Revisions in 10/30 draft that remain in 11/30 draft

- **Annual supplemental funding increased from $200,000 to $300,000.**

- **Term of MOU remains 5 years (7/1/99 – 6/30/2004); lease for 6th floor office space is proposed for 9/12/2000 – 6/30/2004 with no renewal; lease for bookstore space can extend beyond term of MOU until 6/30/09.**

- **Library patrons will be asked if they wish to receive information about Friends and Foundation. Library will provide Friends and Foundation with contact information for only those patrons who have acknowledged that they wish to receive information from Friends and Foundation.**

- **New section (1.10) regarding "gifts of services", i.e. Friends and Foundation personnel working on behalf of library purposes. States that "Nothing in this MOU is intended to conflict with the terms of any current agreement between the City and any bargaining unit that is represented in the Library's classification series".**

- **Detailed description regarding the Events Management agreement has been eliminated.**

- **Proposal that City Librarian be given authority to accept gifts from Friends and Foundation up to $25,000 without Board of Supervisors approval has been dropped. City standard of department head approval of gifts up to $5,000 will continue to be used.**

Approval Timeline: Library Commission approval on 12/5/00, document submitted to Board of Supervisors in January 2001.

11/30/00 DRAFT for review by the San Francisco Public Library Commission
This draft may be subject to further revisions by the City Librarian and the City Attorney's Office.
Changes to the 10/30/00 draft are marked below.

11/30/00 DRAFT
MEMORANDUM OF UNDERSTANDING
(San Francisco Public Library/Friends and Foundation)

THIS MEMORANDUM OF UNDERSTANDING ("MOU"), dated as of July 1, 1999, is by and between the CITY AND COUNTY OF SAN FRANCISCO, a municipal corporation ("City"), acting by and through the San Francisco Public Library ("Library"), and the FRIENDS AND FOUNDATION OF THE SAN FRANCISCO PUBLIC LIBRARY, a California non-profit public benefit corporation ("Friends and Foundation").

RECITAL OF FACTS AND CIRCUMSTANCES.
This MOU is made with reference to the following facts and circumstances:

A. The City's Main Library building (the "Building") is in the Civic Center. The San Francisco Public Library Commission (the "Commission") has jurisdiction over the Building and is responsible for its operation. The Building, consists of a total of approximately 387,000 square feet, and includes, among other facilities, space for offices and a bookstore.

B. The Friends and Foundation is a non-profit 501(c)(3) corporation devoted to: (i) assisting in the development of the San Francisco Public Library, which is a City department currently consisting of the Main Library and 26 branch libraries (the "Library") whereby the Library might develop further into one of the truly fine public libraries in the Nation, meet national library standards as set forth by the American Library Association, and fulfill its literary and educational purpose; (ii) consulting with, procuring the aid and cooperation of, and making recommendations and suggestions to the Library Commission, Board of Supervisors, the Mayor, and other boards, commissions and authorities having jurisdiction over library matters for the continued betterment of the San Francisco Public Library; (iii) encouraging gifts of rare, expensive, and other goods, properties and materials which the Library would not otherwise be able to secure; and (iv) promoting the public use of the Library and appreciation of its value as a cultural and educational asset to the community and encouraging related activities which will enhance the Library's position in the community.

C. The Friends of the San Francisco Public Library (the "Friends") had been operating under an MOU with City and County of San Francisco dated February 23, 1996, which terminated on June 30, 1999. Under that MOU, the Friends provided the San Francisco Public

Library with supplemental funding for particular Library projects. These funding grants enhance Library services, programs, materials and capital projects but are not intended to replace funding the City traditionally provides to the San Francisco Public Library. On July 1, 1999, the Friends merged with the Library Foundation of San Francisco ("Foundation"). The merged organizations continue operation under the name of the Friends and Foundation of the San Francisco Public Library.

D. The Foundation had been operating under an MOU with the City and County of San Francisco, dated May 2, 1996, which terminated on June 30, 1999, the date the Foundation ceased to exist. The Foundation had also been operating under an Events Management Agreement dated September 30, 1996 (the "Events Management Agreement") with the City. Under the Events Management Agreement, the Foundation provided services for the marketing and management of the event space in the Building for meetings, lectures, receptions, private functions and other events after the Building's public hours. The Events Management Agreement, as extended, also terminated on June 30, 1999. During the City's Fiscal Year 1999 – 2000, June 30, 1999 through July 1, 2000, the Friends and Foundation continued operating the events management program in the Building. On August 1, 2000, the Library Commission voted not to continue the events management program with the Friends and Foundation.

E. The Friends and Foundation is willing to continue providing supplemental funding to the San Francisco Public Library. In connection with such funding assurance, the Friends and Foundation will lease certain space in the Building. Specifically, the Friends and Foundation will lease office space in the Building for Library-related purposes and lease and operate the bookstore. In addition, the Friends and Foundation has already paid $240,000 for tenant improvement costs incurred in remodeling and renovating space on the second floor of the Main Library for the ultimate use of Library purposes. All other functions and services will continue until terminated under the terms of this agreement.

F. The Friends and the Foundation, prior to their merger in July 1, 1999, each occupied space in the Building since the Building opened in April 1996 under the terms of their respective MOUs with the City. From July 1, 1999 until the April 28, 2000, the Friends and Foundation occupied space on the second floor of the Building. Specifically, the Friends and Foundation had occupied, on a month-to-month basis, the office space described in the Memorandum of Understanding dated February 23, 1996 ("second floor office space") between the City and the Friends, under the same terms and conditions as are set forth in that MOU with respect to those premises, until April 28, 2000. The Friends and Foundation also occupied, on a month-to-month basis, the gift store space described in the Memorandum of Understanding dated February 23, 1996 ("second floor gift store space") between the City and the Friends, under the same terms and conditions as are set forth in that MOU with respect to those premises, until March 31, 2000. The Friends and Foundation's lease of office and bookstore space other than the second floor office and gift store space described above shall be governed in accordance with Section 2 (*Leased Space)* of this MOU.

G. The City is willing to agree to such leases in the Building and has determined that such leases are in the public interest by (i) enabling the Friends and Foundation to continue to perform services in furtherance of the public purposes of the San Francisco Public Library and (ii) facilitating the Friends and Foundation's efforts to raise private funds to help augment City funding for Library Department projects.

H. The City and the Friends and Foundation desire to set forth their understanding of the essential terms and conditions upon which they are willing to proceed with such transactions and assurances, and to express their mutual support for the endeavors described herein.

I. This MOU terminates and supercedes all prior MOU's between the City and the Friends of the San Francisco Public Library and the Library Foundation of San Francisco.

ACCORDINGLY, the City and the Friends and Foundation agree and express their intent to act and cooperate as follows:

1. SUPPLEMENTAL FUNDING

1.1. Annual Supplemental Funding by Friends and Foundation. The Friends and Foundation shall raise and expend private funds for the San Francisco Public Library for the purpose of enhancing City funding for particular programs, operations and services of the San Francisco Public Library. Specifically, the Friends and Foundation pledges to raise and expend at least $300,000 annually ("annual supplemental funding") in support of the Library over the term of this MOU. However, in no event shall the annual supplemental funding equal less than the combined fair market rental value of the leases for the office space and bookstore space described in Section 2 of this MOU *(Leased Space)* for the same period as recommended by the Department of Real Estate (Civic Center rental rates as of September 28, 2000 are attached as Exhibit C). Such annual supplemental funding shall be in addition to any expenses previously paid by the Friends and Foundation for remodeling and renovating the space on the second floor of the Building previously used as office and gift store space by the Friends and Foundation. Such annual supplemental funding shall also be in addition to any funds raised by the Friends and Foundation through capital campaigns and fundraising for special projects. Furthermore, such annual supplemental funding shall also be in addition to the rent required under Section 2.1.3 (*Rent*). Such fundraising by the Friends and Foundation is intended to enhance the funding for the San Francisco Public Library and not to replace traditional sources or levels of City funding. If the Friends and Foundation do not satisfy the requirements of this Section, the City shall have the right to terminate either or both of the office and bookstore leases described in Section 2 (*Leased Space*) of this MOU. The annual supplemental funding from the Friends and Foundation shall be utilized by the Library for purposes consistent with the mission of the Friends and Foundation, as described in Recital Paragraph B on page 1 of this MOU. The Friends and Foundation shall make such funds available to the Library Department in accordance with the process set forth below.

1.1.1. Term of Assurance. This MOU shall become effective upon full execution and delivery hereof and approval of this MOU by the City's Board of Supervisors and Mayor and shall expire on June 30, 2004, except to the extent the leases entered into under this MOU provide otherwise, in accordance with Section . 2.1.2 *(Leases of Office and Bookstore Space to the Friends and Foundation - Terms).* The Friends and Foundation's assurance of annual supplemental funding, as described in Section 1 *(Supplemental Funding)* of this MOU, shall terminate on June 30, 2004, or the date upon which the Friends and Foundation's lease of office space is terminated under Section 2.1.2 (*Leases of Office Space and Bookstore Space to the Friends and Foundation - Terms*), whichever date is earlier.

1.1.2. Library Proposal for Supplemental Funding. On or before February 15 of each year during the term of this MOU, the City Librarian or his or her designee (hereinafter collectively referred to throughout this MOU as the "City Librarian") shall develop and furnish to the Friends and Foundation a written proposal for use of the annual supplemental funding for anticipated programs (including operations, services, capital projects, purchases of fixtures, furnishings, and equipment, and other activities). The City Librarian shall use his or her best efforts to develop such proposal in consultation with the Friends and Foundation.

1.1.3. Friends and Foundation Review of Proposal. As soon as practicable after receipt of the proposal from the City Librarian, but in no event later than April 30 of each year, the Friends and Foundation shall complete its review of the proposal. The purpose of the review shall be to notify the City Librarian of which programs in the proposal the Friends and Foundation is willing to consider funding as part of its annual budget, consistent with the Friends and Foundation's mission.

1.1.4. Notice of Determination. The Friends and Foundation shall, as soon as possible but no later than June 30 of each year, notify the City Librarian and the Library Commission in writing of the Friends and Foundation's determination of which programs it is willing to fund and any special conditions to funding. The Friends and Foundation may agree to fund less than the full amount requested in the Library proposal. To the extent that the Friends and Foundation elect not to fund certain projects contained in the proposal or to fund less than the amount requested by the City Librarian, the notice of determination shall include a summary of the reasons for such determination and, if appropriate, a statement of how the City Librarian could modify the proposal to obtain funding. The Friends and Foundation may, in its discretion, approve modified or additional proposals at any time.

1.1.5. Friends and Foundation Funding Commitment. The Friends and Foundation's approval of supplemental funding in the notice of determination shall be based on then existing cash and other assets held by the Friends and Foundation. Such approval shall constitute a binding commitment, and shall not be subject to the subsequent ability of the Friends and Foundation to obtain additional cash or other assets to partially or fully cover the approved supplemental funding. The Friends and Foundation and the City Librarian shall agree on the terms and conditions upon which funds shall be disbursed to pay for approved programs. As a general principle, the Friends and Foundation and the City Librarian shall attempt to agree upon a reasonable payment schedule for each approved project, provided that the City Librarian shall periodically, but not less frequently than quarterly, submit invoices and other documentation of expenditures of Friends and Foundation grants for such project. The Friends and Foundation shall grant such funds to the Library or pay such costs directly to the vendor, as agreed upon by the Friends and Foundation and City Librarian. In the event the Friends and Foundation advances funds to the Library instead of providing monies on a reimbursement basis, the Friends and Foundation shall have the right to audit City records to confirm proper expenditure of such funds.

1.2. Waivers and Extensions of Deadlines. After consultation and mutual agreement between the City Librarian and the Friends and Foundation, any of the deadlines set forth in Sections 1.1 – 1.1.4 *(Supplemental Funding by Friends and Foundation)* above may be extended or postponed.

1.3. Capital Campaigns and Special Fundraising Projects. In addition to raising and expending the annual supplemental funding described in Section 1.1 *(Annual Supplemental Funding)*, the Friends and Foundation shall make a good faith effort to respond to requests made by the City Librarian for special capital campaigns and special fundraising projects to be undertaken by the Friends and Foundation on behalf of the Library.

1.4. Prior Approval by City Librarian of Fundraising Campaign Materials, Capital Campaigns and Special Fundraising Projects. The Friends and Foundation shall obtain the City Librarian's prior approval for all of their respective fundraising campaign materials, which (i) include any reference to the San Francisco Public Library or any of its programs or services, (ii) provide for any acknowledgments or benefits to be proposed or offered by the Friends and Foundation to campaign donors and potential donors which could have any impact on the Building or any other Library branches, property, programs or activities under the Library Commission's jurisdiction, or (iii) otherwise require the City Librarian's approval under Section 1.7 *(Privilege to Use Library Membership List; Approval of Mailings to Members)* below. All capital campaigns and special fundraising projects of the Friends and Foundation on behalf of the Library, as described above in Section 1.3 (*Capital Campaigns and Special Fundraising Projects),* must be approved in advance by the City Librarian, in his or her sole discretion.

1.5. Notice of Terms of Pledges and Gifts. The Friends and Foundation shall provide the City with reasonable advance written notice of the terms and conditions of any proposed pledges or gifts which could (i) affect the Building or any other property, programs or activities under the Library Commission's jurisdiction or (ii) impose financial or other obligations or liabilities on the City. With respect to disclosure of gift and donor information, both parties agree to comply with all applicable laws, including any applicable provision of Chapter 67 of the San Francisco Administrative Code (the "Sunshine Ordinance").

1.6. Acceptance of Gifts. The City agrees that all funds accepted by the City from the Friends and Foundation will be held by the City Controller in accordance with the terms and conditions of lawful restrictions imposed by donors on the use of such funds. In accordance with Section 10.116 of the San Francisco Administrative Code, the City Librarian, in his or her sole discretion, is "authorized to accept any gift of cash in an amount not to exceed $5,000 or goods of market value not to exceed $5,000, which may from time to time be offered to the City and County of San Francisco" through the Library department by the Friends and Foundation. Gifts in excess of the $5,000 limit specified in Section 10.116 must be accepted by action of the City's Board of Supervisors. If such $5000 limit is increased by the Board of Supervisors, the increased limit shall apply.].

1.7. Privilege to Use Library Membership List; Approval of Mailings to Members. "The City grants the Friends and Foundation, as an agent of the San Francisco Public Library for fundraising purposes, the non-exclusive privilege to use the City's list of members of the San Francisco Public Library solely to solicit donations for the purposes described in Section 1.1 *(Supplemental Funding by Friends and Foundation)* of this MOU. Such privilege shall continue for the full term of the supplemental funding commitment referred to in Section 1.1 *(Supplemental Funding by Friends and Foundation)*, provided that the City Librarian may elect to terminate such privilege if he or she determines that the list has been misused in any way. The City Librarian shall use his or her reasonable efforts to provide the Friends and Foundation with periodic updates of such list from time to time during the term of the supplemental funding commitment. The City Librarian may withhold information relating to members of the San Francisco Public Library who have requested not to receive solicitations~~,~~ or any other materials from the Friends and Foundation, and the Friends and Foundation shall remove from its solicitation list any member who requests not to be solicited. In addition, the Friends and Foundation agrees to pay for the costs of mailing forms to current members of the San Francisco Public Library so that such current members~~they~~ may ~~request~~ indicate whether or not they wish to receive solicitations or any other materials from the Friends and Foundation. The City Librarian shall have the right to approve, in advance, all mailings, solicitation letters or other written communications or materials that the Friends and Foundation intend to distribute to members of the San Francisco Public Library and the general parameters of all scripts for telephone solicitations of members of the San Francisco Public Library. The Friends and

Foundation shall not send such written communications or make telephone solicitations unless the written communications or telephone scripts are approved in advance by the City Librarian. The Friends and Foundation, and its fundraising subcontractors and agents shall comply with all confidentiality laws relating to the use of the Library membership lists. Any contract between the Friends and Foundation and a subcontractor or agent for fundraising shall require compliance with all such confidentiality laws and shall provide that all information relating to the members of the San Francisco Public Library shall be kept strictly confidential and not be distributed or made available to any other party or used for any purpose other than for solicitations for the San Francisco Public Library.

1.8. Fiscal and Budgetary Provisions. All the terms hereof shall be subject to the City Charter's fiscal and budgetary provisions.

1.9. Funding to San Francisco Public Library. The Friends and Foundation shall not make gifts of funds or assets to any library other than the San Francisco Public Library unless a specific exception is approved in writing by the City Librarian.

1.10. Gifts of Services. Where the Friends and Foundation offers gifts of services, and the City accepts such gifts, such gifts shall be in addition to the annual supplemental funding described in Section 1.1 *(Annual Supplemental Funding by Friends and Foundation).* Nothing in this MOU is intended to conflict with the terms of any current agreement between the City and any bargaining unit that is represented in the Library's classification series. Parties to this MOU acknowledge that section 107 of the Memorandum of Understanding between the City and Service Employees International Union (SEIU) Locals 250, 535 and 790, covering the period from 7/1/2000 – 6/30/2003 (the "SEIU Agreement"), provides that "The City shall not use paid or unpaid volunteers… to displace Bargaining Unit employees. The City will not keep authorized budgeted positions vacant, nor is it the intent of the City Departments to initiate the reduction of the number of budgeted positions, for the purposes of using Volunteers…." (SEIU Agreement, Sec. 107 at p. 13.)

1.11. Fundraising Events and Activities in the Main Library Building and the Branches. The Friends and Foundation shall be authorized to periodically host fundraising events and activities in the Main Library Building as well as in the branch libraries, subject to the prior approval of the City Librarian in his or her sole discretion and in accordance with Section 3.3. *(Rules and Regulations established by the City Librarian and Department of Real Estate)*, as a means of carrying out the Friends and Foundation's fundraising obligations and activities under this Section 1 (*Supplemental Funding).*

2. LEASED SPACE

2.1. Leases of Office and Bookstore Space to the Friends and Foundation. The Friends and Foundation shall occupy the office space on the sixth floor of the Building ("office space") as of September 12, 2000 (a diagram of the office space is attached as Exhibit A (*"Office and Bookstore Space to be Leased to the Friends and Foundation"*)). In addition, the City Librarian has designated and approved space on the first floor of the Building for use in connection with the operation of a bookstore ("bookstore space") (a diagram of the bookstore space is attached as Exhibit A (*"Office and Bookstore Space to be Leased to the Friends and Foundation"*). The Friends and Foundation shall occupy such office and bookstore space in accordance with the terms of this Section 2.1 (*Leases of Office and Bookstore Space to the Friends and Foundation*). The City, acting through the Department of Real Estate, and the Friends and Foundation shall undertake negotiations to enter into a lease of office space, and a lease of bookstore space, on the following terms and conditions:

2.1.1. Leased Office And Bookstore Premises. The leased premises for office space shall consist of no more than 2686 square feet, and the leased premises for bookstore space shall consist of no more than 400 square feet. The location and exact size of the office space and the bookstore space each must be approved in writing by the City Librarian.

2.1.2. Terms.

(a) Lease for Office Space. The lease for the office space shall be for a term commencing on September 12, 2000 and expiring on June 30, 2004, with no renewal option. The Friends and Foundation may terminate the lease for office space upon giving the other party not less than 90 days notice prior to the end of the term. The City may terminate the lease upon giving the Friends and Foundation not less than 90 days notice prior to the end of the term if the Friends and Foundation fails to meet its annual supplemental funding obligations under Section 1 (*Supplemental Funding).*

(b) Lease for Bookstore Space. The lease for bookstore space shall be for an initial term commencing on a date agreeable to both parties and expiring on June 30, 2004. At the expiration of such initial term, such lease may continue on a year-to-year basis, until June 30, 2009. Either party may terminate the lease upon giving the other party no less than 90 days notice prior to the end of the initial term and each lease year, provided that if neither party gives such notice each such lease shall be automatically extended for another year until June 30, 2009.

2.1.3. Rent. The rent payable by the Friends and Foundation shall be $1 per year for office space, and $1 per year for bookstore space.

2.1.4. Fair Market Rental Value of Office Space and Bookstore Space. In order to ensure compliance with Section 1.1 *(Annual Supplemental Funding),* on or before January 1 of each year during the term of this MOU, the City Librarian shall request that the Department of Real Estate provide an updated estimate of the combined fair market rental value of the leases for such office space and bookstore space in the Civic Center. Such updated estimates shall be attached hereto as part of Exhibit C *(Civic Center Rental Rates).*

2.1.5. Uses of Office Premises. The Friends and Foundation shall use the leased sixth floor office space for office and administrative purposes related solely to (i) the management of volunteer activities and programs in support of the San Francisco Public Library, (ii) the operation of the bookstore in the Building as further provided in this Section 2 *(Leased Space)*, (iii) fundraising for the San Francisco Public Library, and (iv) and for such other activities in support of the San Francisco Public Library as are approved by the City Librarian. The Friends and Foundation shall not use those leased premises for any other purpose. In connection with the lease, the Friends and Foundation shall have the right to shared use of a copy room convenient to those leased premises. The Friends and Foundation shall be responsible for negotiating an agreement with the City Librarian for the shared use of such copy room space, including the shared costs of leasing, maintaining and supplying a copier.

2.1.6. Use of Bookstore Premises. The Friends and Foundation shall use the leased bookstore space only for the operation of a bookstore, selling to the general public goods and other merchandise related to the promotion of the Building, the San Francisco Public Library and the City and County.

2.1.7. Merchandise. The merchandise sold in the bookstore shall consist of premium merchandise that promotes the San Francisco Public Library, including, but not limited to, T-shirts, mugs, historic photographs, posters, reading lights, school and office supplies, books by San Francisco authors and works by local artists, and donated books. All such merchandise shall be subject to the reasonable approval of the City Librarian. In managing the store and selecting and developing goods for the store, the Friends and Foundation shall cooperate with the City's Chief Administrative Officer and the City Store.

2.1.8. Non-Exclusive License to Use Logos and Other Marks. In connection with the lease of bookstore space and for no additional fee or charge, City, in the City Librarian's sole discretion, shall grant the Friends and Foundation a non-exclusive license to use the Library's logo and any other emblems, logos, symbols and designs, trademarks, copyrights or servicemarks or other commercial symbols approved by City in (i) the sale of merchandise at the bookstore, (ii) the Friends and Foundation' newsletter and in other correspondence with members and potential members of the Friends and Foundation and (iii) as otherwise approved in advance by the City Librarian. The term of the license shall coincide with the term of the lease of bookstore space. Subject to the rent in Section 2.1.3 *(Leased Space - Rent)*, the Friends and Foundation shall own all proceeds from works for hire sold during the term of the lease of bookstore space. At the conclusion of that lease, the City shall either (i) purchase from the Friends and Foundation all or a portion of the works for hire that have not been sold in the gift shop for its actual costs in producing the same, or (ii) allow the Friends and Foundation to continue to sell such works for hire outside the leased bookstore premises until all such works are sold. The City shall reserve the right to approve the use of City-provided or City-owned logos and any other marks on store merchandise, as the City Librarian, in his or her sole discretion, deems appropriate. All marks, artwork, copy, posters, photographs, videotapes, audiotapes, software, surveys and any other original or other derivative works of authorship created by the Friends and Foundation in connection with the bookstore lease and involving or using any City property shall be deemed "works for hire" under 17 U.S.C. §101 and shall be City's property and all rights thereto shall be assigned to the City. The Friends and Foundation shall take such action as is necessary or appropriate to protect the City's right, title and interest in City-owned or City-provided marks. The Friends and Foundation acknowledge that the City seal may not be used on any goods without Board of Supervisor's approval. The Friends and Foundation shall indemnify the City against any claimed infringement of patent rights, copyright, trade secret or other proprietary right or trademark in consequence of its use in the bookstore.

2.1.9. Banner. The Friends and Foundation shall have the right to place a banner, at the Friends and Foundation's expense, on the Grove Street side of the Building promoting the bookstore to the public. The banner shall be subject to the prior approval of the City Librarian. In addition, the Friends and Foundation shall, at its own expense, obtain any and all required regulatory approvals to place such banner on the Building.

2.1.10. Equipment; Trade Fixtures. The Friends and Foundation shall be responsible for furnishing all equipment, movable personal property and trade fixtures needed to operate the bookstore and occupy the office space. Such property shall belong to the Friends and Foundation, unless the Friends and Foundation elects, in its discretion, to donate such property to the City in accordance with applicable procedures for acceptance by the City of gifts.

2.1.11 Reports; Books and Records; Audit. The Friends and Foundation shall establish and maintain at the store or in the office space in the Building proper and accurate books, records, cash receipts and systems of account, and other data pertinent to the reporting of sales. All such records shall be subject to audit and inspection by the City or its agents. On an annual basis, the Friends and Foundation shall deliver to the Controller and to the City Librarian an independently prepared audit of all of Friends and Foundation's operations, including but not limited to its operations conducted in the bookstore space.

2.1.12. Utilities and Services. The City shall provide, at its cost, basic building utilities and services, including electricity, heating, ventilation, air conditioning, and janitorial services, for the uses permitted under the sixth floor office space and bookstore space leases, on the same basis as the rest of the Building. The City shall also provide telephone service for the Library-related uses permitted under those leases, provided the phones may not be used for personal phone calls. The Friends and Foundation shall be responsible for providing any security or other services necessary for the operation of the bookstore in addition to the base building services. In no event shall the City be responsible for any thefts or losses of store merchandise.

2.1.13. Tenant Improvements. The City shall not be responsible for any costs of installing or constructing any tenant improvements in the leased premises for the Friends and Foundation's use. If the Friends and Foundation construct any additional tenant improvements, the Friends and Foundation shall be responsible for all costs of such improvements and shall follow all applicable City contracting requirements relating to such construction work. Any significant alterations or improvements to the leased premises shall be subject to the approval of the City, acting through the City Librarian and Director of Property of the Department of Real Estate ("Director of Property"), in its sole discretion, and shall become the property of City. No approval whatsoever shall be required for improvements which cost less than $5000, do not affect the Building structure or systems, and comply with the City Librarian's guidelines for décor and improvements to the building. With respect to the space on the second floor of the Building that was previously used as office and gift store space by the Friends and Foundation, the Friends and Foundation, in accordance with the requirements of this Section, have already paid $240,000 for tenant improvement costs incurred in remodeling and renovating that space. The Library is currently using such space for Library purposes and intends to continue using such space for Library purposes.

2.1.14 Repairs and Maintenance. City shall be responsible for repairing and maintaining the structural portions of the Building and the common areas. The Friends and Foundation shall be responsible for maintaining the interior of the leased premises, provided that City shall provide basic janitorial services as provided above.

2.1.15. Insurance and Indemnity. The Friends and Foundation shall, at its expense, maintain liability coverage and other insurance required by the Department of Real Estate and the City's Risk Manager, in accordance with the City's typical requirements for office and retail tenants. Such insurance shall include (i) Commercial General Liability Insurance with limits not less than $1,000,000 each occurrence Combined Single Limit for Bodily Injury and Property Damage, including coverages for Contractual Liability, Personal Injury, Broadform Property Damage, Fire Damage Legal Liability ($50,000), Liquor Liability, Products and Completed Operations; (ii) Business Automobile Liability Insurance with limits not less than $1,000,000 each occurrence Combined Single Limit for Bodily Injury and Property Damage, including coverages for owned, non-owned and hired automobiles, as applicable; and (iii) Worker's

Compensation Insurance with Employer's Liability Coverage with limits of not less than $1,000,000 each accident. The general liability and automobile liability policies shall name the City and County of San Francisco, its officers, agents and employees as Additional Insureds and provide that such insurance is primary to any other coverage available to the Additional Insureds. If any of the insurance contains a general annual aggregate limit or a limit that includes legal defense costs, such aggregate limit shall be double the occurrence limits set forth above. All required insurance shall provide thirty (30) days advance written notice to the City at the address for notices to City in this MOU. The Friends and Foundation shall indemnify the City for any and all losses arising out of the Friends and Foundation's use of the leased office or bookstore premises, and such indemnity shall not be limited to the amount of its insurance.

2.1.16. Assignment and Subletting. The Friends and Foundation may not assign its interest in the leases of office and bookstore space or sublet either of those leased premises or any portion thereof. The Friends and Foundation intend to operate the bookstore with Friends and Foundation staff and volunteers. However, subject to the approval of the City Librarian, which approval may be given or withheld in the City Librarian's sole discretion, the Friends and Foundation may subcontract the operation of a bookstore.

2.1.17. Employer Taxes and Liability. The Friends and Foundation shall under no circumstances be deemed an employee of the City, and all employees or subcontractors working in the store shall be employees of the Friends and Foundation and not of the City. Friends and Foundation's volunteers working in the store shall not be deemed to be employees of the City, and liabilities arising from the acts or omissions of such volunteers shall be the responsibility of the Friends and Foundation, not of the City. The Friends and Foundation shall be responsible for employer taxes and liabilities.

2.2. Board Approval. Once this MOU is approved by the Board of Supervisors, the Director of Property shall be authorized to enter into the office and bookstore leases contemplated by, and consistent with the conditions set forth in, this MOU.

3. COMPLIANCE WITH APPLICABLE LAWS, RULES AND REGULATIONS

3.1. City Ordinance Requirements. The Friends and Foundation agrees to comply with each of the provisions set forth in Exhibit B *("Ordinances of the City and County* *of San Francisco")* and any other applicable City Ordinance, including any applicable provision of the Sunshine Ordinance. In addition, with respect to any lease entered into under this MOU, the Friends and Foundation agrees to comply with all applicable City Ordinances, including any applicable provision of the Sunshine Ordinance. All references to "Contractor" in Exhibit B shall be deemed to refer to Friends and Foundation.

3.2 Compliance with Laws and Regulations. Friends and Foundation, at Friends and Foundation's sole cost and expense, promptly shall comply with all laws, resolutions, regulations, judicial decisions and policies of any municipal, county, state or federal government or other governmental or regulatory authority with jurisdiction over the Friends and Foundation and the Building or any portion thereof, including without limitation, the City (collectively, "Laws") relating to or affecting the condition, use or occupancy of the Building in effect either at the time of execution of this MOU or which may hereafter be in effect at any time during the term hereof, whether or not the same are now contemplated by the parties.

3.3 Rules and Regulations established by the City Librarian and Department of Real Estate. With respect to all of the agreements referred to above for the use of the Building, the Friends and Foundation shall agree to comply with all rules and regulations established by the City Librarian and the Director of Property for the Building~~.~~ and any other Library branches, property, programs or activities under the Library Commission's jurisdiction.

4. REPRESENTATIONS AND WARRANTIES

4.1 Representations and Warranties of Friends and Foundation. The Friends and Foundation is a non-profit public benefit corporation duly organized, validly existing and in good standing in the State of California. The Friends and Foundation has been organized for the express purpose described in Recital Paragraph C above and is duly maintained as a 501(c)(3) tax exempt corporation.

5. POSSESSORY INTEREST TAXES

[This section may be subject to additional revisions by the City Attorney's Office]

(a) The Friends and Foundation, on behalf of itself and any permitted successors and assigns, recognizes and understands that the Friends and Foundation's use of the office and bookstore space in the Building under the terms of this MOU, or the documents anticipated hereunder, may create a possessory interest subject to property taxation and the Friends and Foundation, and any permitted successor or assign, shall be responsible for the payment of such taxes, if any, as are lawfully imposed and if no exemption applies.

(b) The Friends and Foundation, on behalf of itself and any permitted successors and assigns, further recognizes and understands that any assignment permitted hereunder and any exercise of any option to renew or other extension of this MOU may constitute a change in ownership for purposes of property taxation and therefore may result in a reevaluation of any possessory interest created hereunder. The Friends and Foundation shall report any assignment or other transfer of any interest in this MOU or any renewal or extension thereof to the County Assessor within sixty days after such assignment, transfer, renewal or extension.

(c) The Friends and Foundation further agrees to provide such other information as may be requested by the City and County of San Francisco (the "City") to enable the City to comply with any reporting requirements under applicable law with respect to possessory interests.

6. NOTICES

6.1. Notices. Unless otherwise expressly provided herein, any notice given under this MOU shall be effective only if in writing and given by delivering the notice in person or by sending it first-class mail or certified mail with a return receipt requested or by Express Mail, return receipt requested, with postage prepaid, as follows:

City:

San Francisco Public Library
Civic Center – 100 Larkin Street
San Francisco, California 94102
Attn.: City Librarian
Fax: (415) 557-4239

with a copy to:

Real Estate Department
25 Van Ness Ave.

San Francisco, California 94102
Attn: Anthony J. DeLucchi, Director of Property
Fax: (415) 552-9216

Friends and Foundation:
San Francisco Public Library
Civic Center – 100 Larkin Street
San Francisco, California 94102
Attn.: Executive Director
Fax: (415) 557-4375

or to such other address as any party may designate as its new address for such purpose by notice given to the other in accordance with the provisions of this Section at least ten (10) days prior to the effective date of such change. Any notice hereunder shall be deemed to have been given two (2) days after the date when it is mailed if sent by first class or certified mail, one day after the date it is made if sent by Express Mail, or upon the date personal delivery is made. For convenience of the parties, copies of notices may also be given be telefacsimile to the telephone number set forth herein or such other number as may be provided from time to time; however, neither party may give official or binding notice by facsimile.

7. GENERAL PROVISIONS

7.1. Entire Agreement. This MOU, including the exhibits hereto, which are made a part of this MOU, contains the entire agreement and all of the representations between the parties with respect to the subject matter of this MOU and supersedes all other oral or written agreements between the City and the Friends of the San Francisco Public Library and the Library Foundation of San Francisco. Any prior correspondence, memoranda, agreements, warranties, or written or oral representations relating to such subject matter are superseded in total by this MOU. No prior drafts of this MOU or changes from those drafts to the executed version of this MOU shall be introduced as evidence in any litigation or other dispute resolution proceeding by any party or other person, and no court or other body should consider those drafts in interpreting this MOU.

7.2. Amendments. Neither this MOU nor any term or provisions hereof may be changed or terminated, except by a written instrument signed by the parties hereto.

7.3. Assignment. The rights under this MOU are personal in character and neither this MOU nor any duties or obligations hereunder may be assigned or delegated by the Friends and Foundation unless first approved by City by written instrument.

7.4. Approvals. All City approvals under the agreements contemplated hereby shall be given by the City Librarian except as otherwise specified herein or in the City Charter.

7.5. Non-Liability of City Officials, Employees and Agents. No elective or appointive board, commission, member, officer, employee or other Agent of City shall be personally liable to Friends and Foundation, its successors and assigns, in the event of any default or breach by City or for any amount which may become due to Friends and Foundation, its successors and assigns, or for any obligation of City under this MOU.

7.6. Conflict of Interest. The Friends and Foundation states that it is familiar with provisions of Section 8.105 of the San Francisco Charter and Section 87100 et seq. of the California Government Code and certifies that it does not know of any facts which constitute a violation of such regulations.

7.7. Non-discrimination. The Friends and Foundation shall not, nor shall they permit any operator, assignee, subtenant or licensee to, discriminate against any person or group of persons solely because of race, color, creed, national origin, ancestry, age, sex, sexual orientation, gender identity, disability or acquired immune deficiency syndrome (AIDS) or AIDS related condition (ARC).

7.8. Subject to Charter Limitations. Any obligations of the City pursuant to any of the agreements contemplated herein are subject to the budget and fiscal provisions of the San Francisco Charter.

7.9. Effect. The parties understand and agree that this MOU is not intended to be, and shall not become, contractually binding on the parties, ~~nor is it intended to create any third party beneficiary rights,~~ except as provided in Section 1 *(Supplemental Funding)* above. This MOU is not intended to create any third party beneficiary rights. Subject to the foregoing, no legal obligations among the parties shall exist with regard to the subject matter hereof, unless and until the parties have negotiated and executed final agreements as contemplated hereby and such agreements have been approved the Friends and Foundation' board of directors and by the City's Board of Supervisors and Mayor, in accordance with applicable laws.

7.10. Cooperation. Subject to the terms and conditions of this MOU, the Friends and Foundation and the City, acting by and through the City Librarian and the Director of Property, shall use their good faith best efforts to do, or cause to be done, all things reasonably necessary or advisable to carry out the purposes of this MOU and the uses of the Building contemplated hereby as expeditiously as practicable, subject to all applicable approvals.

The parties hereto have executed this MOU on the day first mentioned above.

FRIENDS AND FOUNDATION OF THE SAN FRANCISCO PUBLIC LIBRARY,
a California non-profit public benefit corporation

By______________________________
Its______________________________

By______________________________
Its______________________________

CITY AND COUNTY OF SAN FRANCISCO
SAN FRANCISCO PUBLIC LIBRARY

By_________________________
Susan Hildreth
Acting City Librarian

APPROVED AS TO FORM:

LOUISE H. RENNE, City Attorney

By_________________________
Deputy City Attorney

APPROVED:

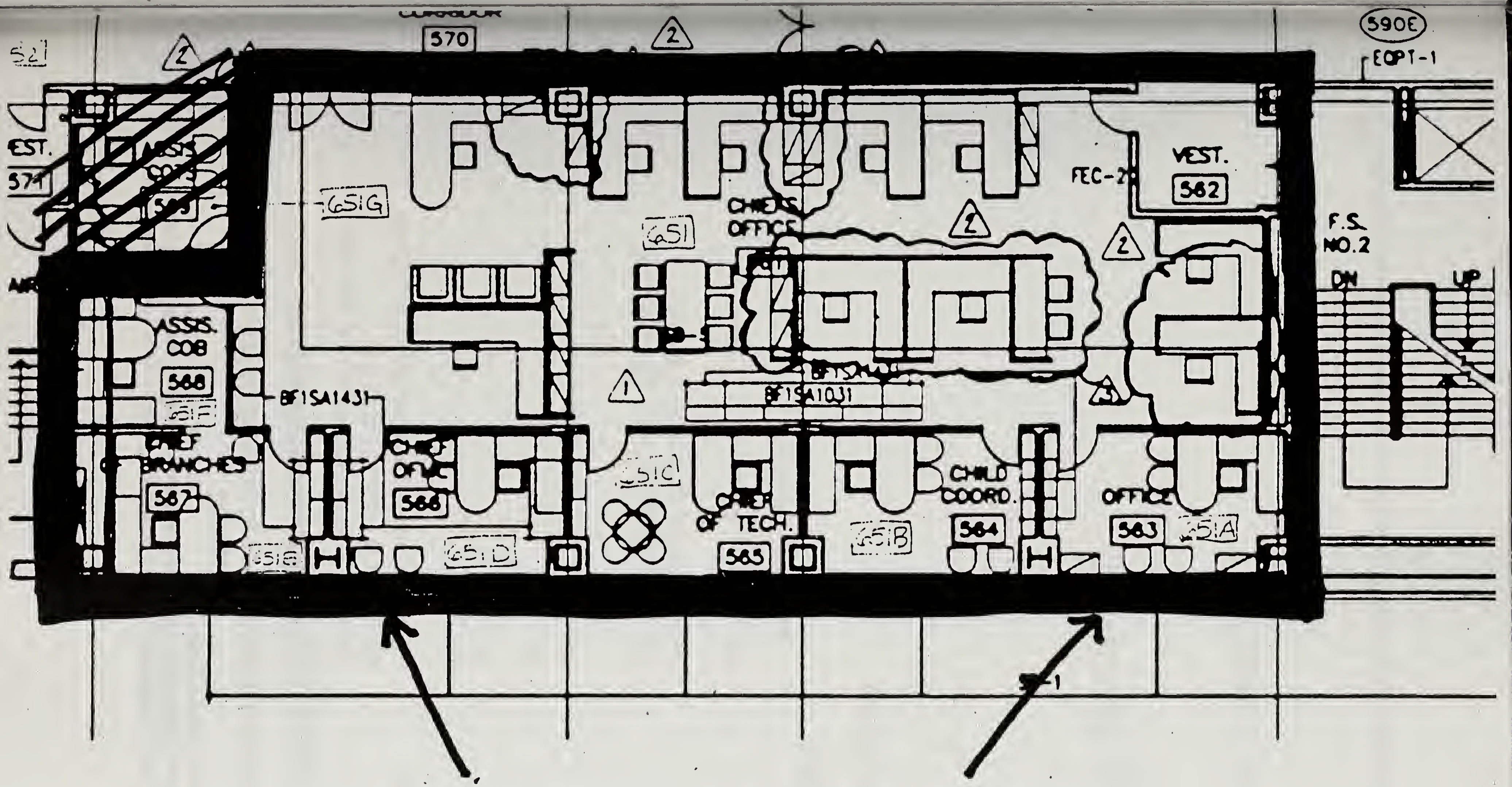
____
ANTHONY J. DELUCCHI, Director of Property
Department of Real Estate

____
EDWARD HARRINGTON, Controller

EXHIBIT A

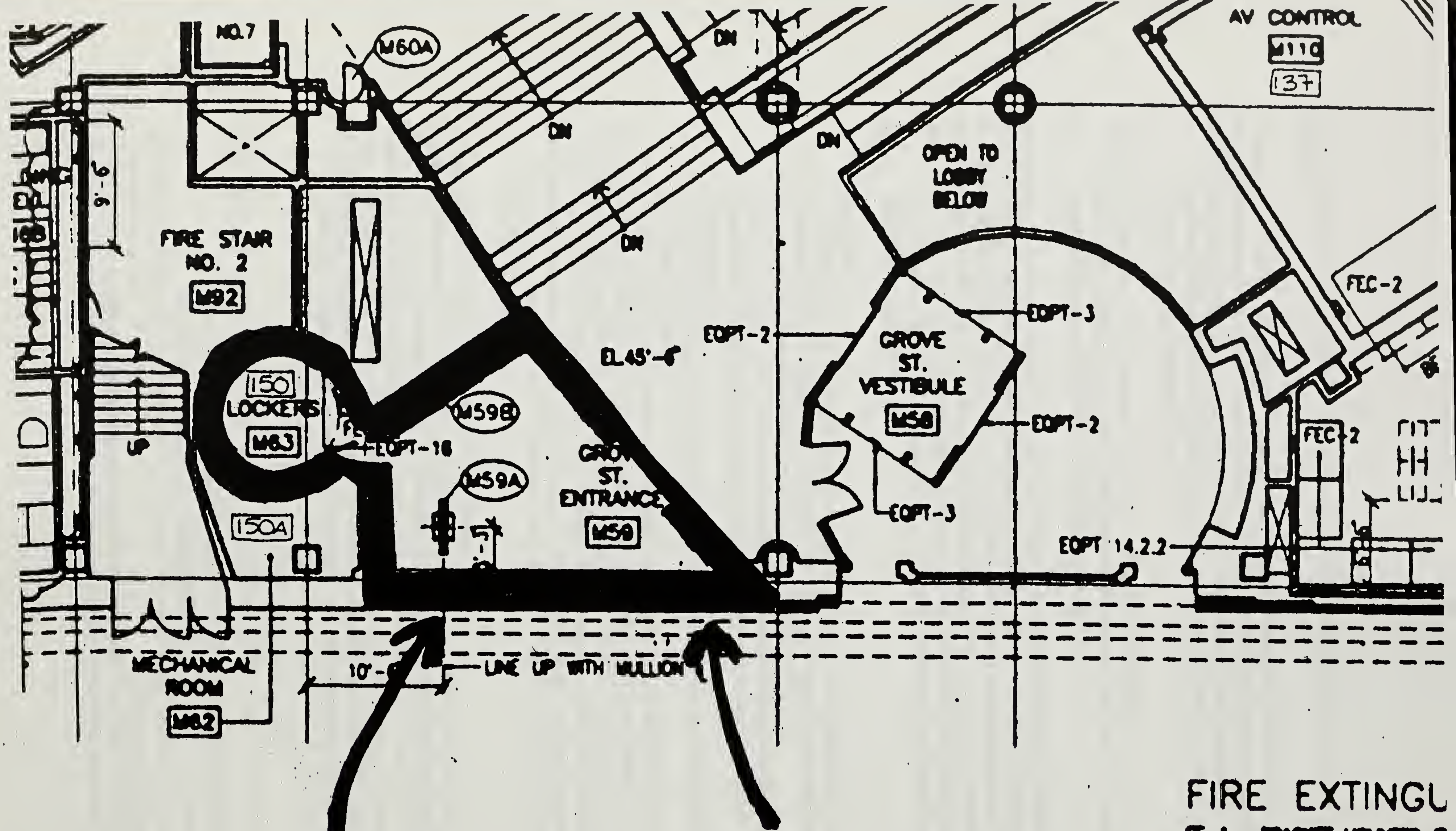
~~Descriptions of~~ Office ~~And~~ and Bookstore Spaces to be Leased to the Friends and Foundation.

[~~attached INSERT DESCRIPTIONS~~Insert diagrams]



FRIENDS & FOUNDATION OFFICE SPACE

2686 SQUARE FEET



FRIENDS & FOUNDATION
BOOKSTORE SPACE

387 SQUARE FEET

EXHIBIT B
ORDINANCES OF THE CITY AND COUNTY OF SAN FRANCISCO

PLEASE NOTE: All references to "Contractor" in this Exhibit B shall be deemed to refer to the Friends and Foundation.

I. NONDISCRIMINATION

Contractor Shall Not Discriminate. In the performance of this MOU, Contractor agrees not to discriminate on the basis of the fact or perception of a person's race, color, creed, religion, national origin, ancestry, age, sex, sexual orientation, gender identity, domestic partner status, marital status, disability or Acquired Immune Deficiency Syndrome or HIV status (AIDS/HIV status) against any employee of, any City employee working with, or applicant for employment with Contractor, in any of Contractor's operations within the United States, or against any person seeking accommodations, advantages, facilities, privileges, services, or membership in all business, social, or other establishments or organizations operated by Contractor.

II. FALSE CLAIMS

Any contractor, subcontractor or consultant who commits any of the following acts shall be liable to the City for three times the amount of damages which the City sustains because of the act of that contractor, subcontractor or consultant. A contractor, subcontractor or consultant who commits any of the following acts shall also be liable to the City for the costs, including attorney's fees, of a civil action brought to recover any of those penalties or damages, and may be liable to the City for a civil penalty of up to $10,000 for each false claim:

(a) Knowingly presents or causes to be presented to an officer or employee of the City a false claim or request for payment or approval.
(b) Knowingly makes, uses, or causes to be made or used a false record or statement to get a false claim paid or approved by the City.
(c) Conspires to defraud the City by getting a false claim allowed or paid by the City.
(d) Knowingly makes, uses, or causes to be made or used a false record or statement to conceal, avoid, or decrease an obligation to pay or transmit money or property to the City.
(e) Is a beneficiary of an inadvertent submission of a false claim to the City, subsequently discovers the falsity of the claim, and fails to disclose the false claim to the City within a reasonable time after discovery of the false claim.

III. SUNSHINE ORDINANCE

In accordance with Section 67.24(e) of the S. F. Admin. Code, contracts, contractors' bids, responses to RFPs and all other records of communications between City and persons or firms seeking contracts shall be open to inspection immediately after a contract has been awarded. Nothing in this provision requires the disclosure of a private person's or organization's net worth or other proprietary financial data submitted for qualification for a contract of other benefit until and unless that person or organization is awarded the contract or benefit. Information provided which is covered by this paragraph will be made available to the public upon request.

IV. VIRGIN REDWOOD/TROPICAL HARDWOOD BAN.

City urges Contractor not to import, purchase, obtain, or use for any purpose, any virgin redwood, virgin redwood wood product, tropical hardwood or tropical hardwood wood product.

V. TOBACCO ADVERTISING BAN

Contractor acknowledges and agrees that no advertising of cigarettes or tobacco products is allowed on any real property owned by or under the control of the City, including the property, which is the subject of this MOU. This prohibition includes the placement of the name of a company producing, selling or distributing cigarettes or tobacco products or the name of any cigarette or tobacco product in any promotion of any event or product. This prohibition does not apply to any advertisement sponsored by a state, local or nonprofit entity designed to communicate the health hazards of cigarettes and tobacco products or to encourage people not to smoke or to stop smoking.

EXHIBIT C

CIVIC CENTER RENTAL RATES:

FAIR MARKET VALUE OF OFFICE AND BOOKSTORE SPACE IN THE CIVIC CENTER AS DETERMINED BY THE DEPARTMENT OF REAL ESTATE*

To be updated annually in accordance with Section 2.1.4 *(Leased Space – Fair Market Value of Office Space and Gift Space)

[INSERT Civic Center rental rates as of September 28, 2000]

City and County of San Francisco

Real Estate Division
Administrative Services Department

MEMORANDUM

Date: September 28, 2000

To: Richard Walsh, Director of Operations and Maintenance

From: Claudine O. Venegas, Senior Real Property Officer

Re: Civic Center rental rates

Civic Center commercial rental rates continue to escalate. The current range is between $42-$55 per square foot, net of services.

Feel free to call me if you have any further questions.

cvh:\libraryquote2

Section Three: Findings and Recommendations

General

The Post Occupancy Evaluation is directed at improving public services. The consultants find that the Main Library is not as efficient to operate as other facilities of its size offering similar public services. Increased efficiency and better public service go hand in hand. To the extent that the facility interferes with the ability of the public to find materials and their way around the building, staff is forced to become less efficient. When materials do not move swiftly from return to the hands of the next user because of the location of sorting or inadequate shelving, staff is inefficient.

In addition to inefficiency, the consultants' surveys and observations find user dissatisfaction with aspects of the library. According to the data, dissatisfaction increases with frequency of visits. Data imply that the most unsatisfactory aspects of the library were as follows:

- overall building features and specific building features; (according to 24 percent of users) restrooms, internet access, noise and signage;
- access to the general collections and availability of material;
- confusion in using library services (66% of users). Significant number of users had difficulty finding a specific location or finding a specific item;
- waiting at service desks for materials that have to be paged and to return or take materials from the library

Section 3 summarizes the discussion from Section 2 in terms of findings and recommendations. Both the findings and recommendations pertain to the Main Library, Brooks Hall and the establishment of a system wide support services center.

Recommendations are supplemented by charts and diagrams showing how each floor of the Main Library, and how Brooks Hall might be renovated to incorporate the recommendations. All renovation proposals are diagrammatic and should be regarded only as one possible way to deal with a particular library issue. (Please note that the charts and diagrams for the Main Library were found in section 5 of the interim report and were presented at a Commission meeting in August. The diagrammatic concepts have not changed since that time. The information about Brooks Hall, however, is new to this report.)

In Section 4, the diagrams are followed by a cost summary which clusters the multiple projects in the diagrams into the format of a construction estimate. The cost estimate summary and detail describes how interior systems and finishes would have to be changed to accomplish the renovation. Sections 3 and 4 need to be studied together in order to better understand that the renovation proposed is orderly, manageable and will result in making room for the collection, better access for the public and greater efficiency for staff.

Findings and recommendations are categorized in the following areas.

1. Functional Design issues in the Main Library – relate to where spaces are located and configured, how they are configured, and the subsequent impact on users ability to obtain library services.
2. Legibility Issues in the Main Library – relate to how well users are able to navigate within the building to find materials and services,
3. Capacity Issues In the Main Library – relate to the building's capacity to house materials, services and staff,
4. Library Staff Operations in the Main Library – relate to the staff operations in order to provide public services
5. Facility Staff Operations in the Main Library-relate to staff operations in order to keep the building itself well maintained, and renovated as changes in public services require.
6. Reuse of Brooks Hall

1 Functional Design Issues

Finding

The architectural design of the building achieves one of the stated purposes of the original building program, that is, to provide a "high quality" space for the library. The building is a significant piece of architecture with attractive interior spaces. By all accounts, it is used informally as a place to meet a friend for coffee as well as for holding large public functions.

Finding

The Affinity Centers are well used. They are symbolic centers and repositories for important documents of the community. The Gay/Lesbian Center is particularly well supported.

Recommendation #1

Any renovation work to the building must utilize the same materials and design detailing as the original architecture. The city should appoint a design review panel to review all proposals and ascertain that they are in keeping with the intent of the original design. Stewardship of the building, the interior architecture and the furniture should be the facility management team's main responsibility,

including the ability to budget long term improvement projects. People with an appreciation for the architecture and asset management skills associated with a complex public facility should be part of the facility team. (no diagram)

Staff Response - Work must use same materials and design as original building

Library staff is working closely with Bureau of Architecture (BOA) staff to develop plans for building modifications suggested in the POE. Major modifications will be reviewed with the Library Commission. The appointment of a design review panel to monitor all building modifications is not recommended, as it would create a further step in an already time-consuming project planning process. Library and BOA staff are very sensitive to the need to design building modifications that integrate well with the existing building. BOA has a strong and thorough internal Quality Assurance Program that includes review of all phases of projects. If any changes are considered for works of public art, the San Francisco Arts Commission will be included to ensure that all proper review procedures are followed.

Finding

45% of users are likely to access first floor services. "First Stop" and AV are one of the smallest collections; there is no expansion room and the service desk is inadequate. The collection is difficult to find and use because it is tucked behind check out desks and the light level, while adequate, appears to be lower, than other areas of the library.

Recommendation #2

Collections should be enlarged through architectural renovation. By providing more materials on the first floor travelling by the public to upper floors will be reduced. Expand the "First Stop" collection at the ground floor into released space created by moving the Technical Services Department. There is a potential smoke exhaust concern associated with the removal of glass walls to open this area to the existing public space. Atrium smoke exhaust fan will need to have their velocity increased. TCE Engineers confirmed that the fans have the capacity with the original design engineer, however, the atrium smoke exhaust was negotiated with the San Francisco building department. If SF building department will not permit the removal of the wall, it will need to remain, but may be reglazed with transparent glass. (1st floor diagram)

The 2nd floor, which is effectively a large lobby, needs to provide more intensive public services in conjunction with "first stop" on the first floor. The offices and special collections on the 2nd floor, including the donated children's collection in compact shelving, should be replaced by an expanded AV or new books collection. *(Please note: The Children's collection is part of the library collection*

and was not donated.) **Existing services can be consolidated in other areas of the library, offices can be relocated offsite and less used materials can be located in Brooks Hall. A check out desk and additional security points will need to located on the 2nd floor with attendant staffing costs.**

Increasing public services on these two floors will mean that many users will find their needs are met in this area, rather like a small public library.

Staff Response – *Expand Services on 1st, 2nd floors*

Depending on the move of Technical Services, First Stop will be expanded into as much space as possible on the 1st floor. We may try to move the entire fiction collection there to open up more space on the 3rd floor. Other possible collections to move are Large Print and Learning Differences. Audio-visual services may stay on the 1st floor, but be expanded to provide growing room.

Original POE ideas for 2nd floor may not be implemented as suggested. The Commission has voiced its support for the Library for the Blind remaining in its current location. We will be looking at combining some services to maximize the use of both the Blind Services and Deaf Services units and provide some growing room for Project Read. The exact use for the Children's Historical Collection Room has not been determined as yet. It may be needed for staff offices; and it is not clear that it is large enough to accommodate all of the AV collection as recommended. More detailed study is needed on how best to open the 2nd Floor; increased operating costs may make this recommendation too expensive in the long run.

This recommendation includes the concept of bridging the 2nd floor and eliminating the grand stairway to the Children's Center from the atrium. Although staff is not planning on the removal of the grand stairway, we are considering proposing some connection on the 2nd floor that would bridge the Children's Center with the Larkin and Fulton Street areas. The creation of such a bridge would require additional security staff, at a minimum; and there may be other on-going operating costs as well. BOA staff will prepare several scenarios of possible bridging for consideration.

Finding

Observations and results from the staff survey show that the Technical Service staff is working in deficient space in terms of area and quality. The Department is poorly located, relative to the loading dock and distribution of materials throughout the library. It is also overcrowded; the L-shaped configuration of the space doesn't support the activities of the department and flow of materials being processed. This department does not have suitable access to critical functions necessary to their operation such as an adequate freight elevator, adjacency to the loading dock and delivery services, a break down and unpacking area, storage for supplies.

Recommendation #3

Relocate Technical Services to an off site location where it can serve the entire library system more effectively and more space can be provided for its critical staff functions. Technical Services has large amounts of staff who need daylight at their workstations as well as room to move large amounts of material between desks and the delivery dock. None of these criteria are met in the in the existing library. Brooks Hall was originally considered as a location, but the Brooks Hall's capacity for large amounts of regularized shelving makes it a better location for the ever growing archival and document collections. ***(1st floor diagram, Brooks Hall diagram)***

Staff Response – Relocate Technical Services to off-site location

Vivian Pisano, Chief of Automation and Technical Services, and her staff have worked closely with Cy Silver, library building consultant, to determine the space needs and building program for the technical services function. With that information, Rich Walsh, Director of Operations and Maintenance and staff from the Department of Real Estate have surveyed the Civic Center area to see if there is any City-owned property or private property available for lease that would meet the needs of Technical Services. As of the late fall 2000, no such space was available. Rich Walsh is continuing to work with representatives of Real Estate to see if there is any City-owned property in any other location that might serve the needs of Technical Services.

Since the POE was issued, the Library was successful in obtaining authorization for $106 million in bond funds for renovation and construction projects, primarily for branch libraries. $10 million was allocated from these bond funds for renovations to Brooks Hall. Brooks Hall must be reconsidered as a potential relocation site for Technical Services, in light of this available funding. Library staff is working closely with other stake-holders to determine a master plan for use of Brooks Hall.

Finding

Users typically wait five minutes or more at separate check in/check out desks on the 1st floor. At peak opening and closing times, staff appears to underutilized at one or other of the desks; staff needs to be fully utilized at all times.

Recommendation #4

Combine the check out and check in desk so that the staff is fully utilized and more available to the public. *(1st Floor diagram)*

Staff Response - Combine check-in, check-out desk

We will redesign the Borrower Services desk to better accommodate both check-in and check-out and allow staff to be used more flexibly than is currently possible. We do need separate stations for check-out and return but they can be designed to function more effectively than in the current configuration. We will work on a design allowing clear, easy, and expedited service for the public and decreased repetitive motions for the staff.

Finding

On upper floors, users also wait at desks, although it may be because materials are being paged or staff is helping another user.

Recommendation #5

At paging desks this problem can be alleviated by increasing the amount of publicly accessible shelving. At public service desks on the 3rd, 4th and 5th floors, professional librarians need to be able to help users with any collection, even if the collections are different in nature. Shelving space is in such short supply, that ideal adjacencies for collections are not always possible to achieve.

The issue of whether one desk per floor would work has not been studied at this time; although staff reported that when desks are not staffed, users complain. For the purposes of this study, the desks are recommended to be moved to more visible locations, under the assumption the compact shelving will be dismantled and a second service point will be necessary when the paging desk disappears. Movement of service desks on the 3rd, 4th and 5th floors raises the issue of public art on adjacent walls. The consultants believe that this art is panelized and is removable; if this is not the case, then the art should remain in place to be visible adjacent to the service point.

Additional studies of a consolidated desk should be pursued, if compact shelving remains. With the paging desk, the 3rd, 4th and 5th floors have three desks, and it seems likely that users are being referred from a service desk, where they may wait, to a paging desk where they wait again.

At slow times another strategy may be to reassign all staff to a single desk on the floor, and inform users where to receive assistance through a system of electronic

signage which could be activated from a central location. It may also be possible to triage inquiries at a service desk on each floor, so that longer reference inquiries are sent to a designated location.

Staff Response - Increase publicly accessible shelving

We are very interested in consolidating desks on upper floors and in the possibility of opening up compact storage on at least Floor 3. We have not looked into the removal and moving of public art until we more closely study the floor plans. We recommend waiting on redesigning the upper floors until we have fully planned the 1st Floor and know what can be accommodated there. We also need to better determine materials from the floors that are appropriate for Brooks and other remote storage. The collection assessment from OCLC will give us valuable information to help make more judicious shelving decisions.

Finding

There is not enough shelving for general collections. General collections are a source of dissatisfaction and appear to be related to ease of use and waiting time for paged materials. It may also be related to catalog inaccuracies based on the consultant's observation that the online catalog is deficient.

Finding

The compact shelving on the 3rd, 4th and 5th floors is among the most serious problems users are experiencing. The decision to use compact shelving appears to have been made to protect the collections and to utilize space more effectively, perhaps when a second basement was eliminated from the original project due to value engineering.

The fundamental decision to use compact shelving and the paging system makes it difficult for the public to access the collection. All surveys and the public focus group indicate a strong desire on the part of the public for access to more of the collection, because paging results in delays and the inability to search shelves for materials not found in the catalog.

The compact shelving units are overloaded. Because of the nature of the collection shelved there, all shelving appears to require frequent access. The combination of overloading and frequent access has caused the manual range shifting controls and the rails to begin to break down. It is difficult to imagine that the system will last for the near term, much over the projected life of the building.

Recommendation #6

In order to provide better access to more of the collection and remedy the shelving problems, remove the wall between the compact shelving and the system of paging materials on the 3rd, 4th and 5th Floors. Replace compact shelving with fixed shelving as shown in the diagrams. This recommendation, at first, appears to decrease collection space, however, even with compact shelving removed, the collection can be accommodated with some growth by moving non public uses out of the building. The POE team counted shelving in the library and in the diagrams. If the renovation proposed in the diagrams were implemented, shelving appears to be increased in the Main Library alone from 150, 054 linear feet to 154, 242 linear feet. (Note: these figures do not determine the size of the collection relative to either count which was beyond the scope of the POE. However, the building has a finite capacity and this capacity should help to point the way to collection development polices).

Since the shelving controversies first erupted at SFPL, shelving has been measured in miles. By elemental conversion, the figures above show that library shelving can increase from 28.41 to 29.22 miles. The shelving in Brooks Hall (discussed later) increases this count considerably. The consultants recommended and the library intends to conduct a collection development study following on the POE to determine how to both strengthen the collection and what its ultimate size should be. That study will also establish a definitive count of existing shelving and the size of the existing collection with projected growth, based on current materials budgets. Securing agreement on the current the level of shelving deficiency, as well as the ultimate size of the collection, is a fundamental determinant of the investment that should be made to improve library capacity. The size of the collection needs to move from an environment of continuing controversy, to a rational set of library policies. ***(3rd, 4th and 5th floor diagrams)***

Staff Response - Remove compact shelving and open floors to public

As in Recommendation #5, we recommend waiting for this redesign until we better know what can be accommodated on the 1st Floor and in Brooks. We are interested in opening up the 3rd Floor compact shelving to allow for public access, but are unsure about additional floors. It is quite common for large, urban libraries to have compact shelving. The collection assessment will have a major impact on this recommendation as well.

2 Legibility Issues

Finding

-The public surveys found that 31% of those coming to the library were new users; essentially 1/3 of users may need staff assistance. The information that the library is more expensive to operate combined with the number of new users suggests that there may be an over reliance on staff for directions and that improving way-finding tools in the library will increase operating efficiencies as well as allow staff to engage in responding to needs that draw on their professional training. The consultants observed that signage is not visible in the path of travel, stack signage is deficient, the entry sequence is confusing, the atrium is an obstacle, and service desks are hidden or face away from the path of travel so that the staff at the desk is not visible.

Recommendation #7

All navigational aids need to be designed as a system by a consultant with a background in way finding design, as distinct from graphic design, for facilities which are visited at random by large numbers of people, preferably successful peer libraries. A librarian with a comprehensive understanding of the collection and the on line catalog should be assigned to work with the way finding designer. Pilot signage programs would be tried before fabricating the full system. Signage needs to be designed which is easily changeable, ADA compliant, and able to be fabricated cost effectively. Main directories should face the path of travel. Elements of the building need to be referenced in the signage system, so that the building itself can be grasped more intuitively. The maps and diagrams in the library are too abstract, and the fabrication is overly "decorative". Different words are used on the maps than on the floors, shelving end panels, and the catalog. Collections should be named for intuitive understanding, rather than by administrative designation, for example "new books" instead of "First Stop". The signage system for the Main Library should also be implemented in the branches, so that the same information is found throughout the system. *(no specific diagram)*

Staff Response - *Navigational aids design*

Philip Sowers, from Bureau of Architecture, is developing an RFP for a sign design system that will meet the suggestions in the POE, be changeable, and be duplicable in branches. We are experimenting with adding signs throughout the building, working with Public Affairs graphics staff, trying different lettering and materials to see what can be easily seen while not permanently impacting the building. We are still hoping a 3D tour will be developed and installed at Main Library entrances.

Finding

The entry sequence to the library on both the 1st and 2nd floors is confusing to users. Many users attempt to gain access to upper floors by using the curved stair adjacent to the information desk which dead ends at the 2nd floor. Users who enter at the 2nd floor can not see that they must go down to enter the Main Library circulation system. The information desk is by-passed because of its location. There have been many falls on the stairs to the atrium under the skylight as users look up into the height of the atrium.

Recommendation #8

By renovating the 1st and 2nd floors as previously discussed, the 1st and 2nd floors will be connected by public services. All that remains is to continue public access from the second floor to the landing in front of the Children's Collection to the grand stairs and the upper floors of the library. The elevator doors on the 2nd floor, which now open to staff spaces, should also open to the public space on these floors. Acknowledging the curved atrium stair as a main stair to upper floors requires relocating lobby security gates. Other problems that the library is facing can be incorporated into this remodel, such as the stainless steel sliding door which needs to be activated to separate the atrium from the lower floors after hours, and deficiencies in the wheel chair ramp.

Staff Response – Better entry sequence to upper floors of Library

Based on prior Commission discussion, it does not seem likely that the services currently located on the 2nd floor will be relocated.

The elevators that currently open to the second floor staff spaces could open to public spaces at the Fulton Street entrance. This would allow the public access to all floors at this level. It would require an increase in operating costs to allow for book detection systems, additional security officers and possibly Borrower Services staff, if a check-out desk were placed there.

An enhancement to the signage program will be undertaken to help lessen the confusion that some first time visitors experience. We have had success with new signage on the first floor to help patrons find Borrower Services, restrooms, elevators, etc.

Finding

The large round atrium that pierces the center of the building admits light and is a dramatic design element but interrupts the ability to visually scan the floor and disorients users who forget where on the circle the stairs or elevators are located.

Finding

The number and placement of light well openings on the third, fourth and fifth floors separate the shelving from seating areas and contribute to users difficulty in finding materials because bridges have to be crossed. Shelving is located behind smoke separation walls or tucked behind the main elevator core.

Recommendation #9

The atrium cannot be closed because of the air distribution system, and because of the goal of introducing interior light into the center of the large floor plate. To overcome the apparent interruption that it apparently presents, the circular atrium might be incorporated into the signage system as a conceptual compass or clock so that users have familiar icon to orient themselves. For example, the main service desk on the 3rd floor is at the West point of a compass or 9 o'clock, the elevators are at the North point or 12:00.

Staff Response - Incorporate atrium design into navigational aids

This will be considered as part of the signage system (see Recommendation #7 above).

3 Capacity Issues

The inventory of the collection and observation demonstrates that the library shelving is now "full." A number of departments have significant amounts of materials located in compact shelving in storage areas in the Main Library and in Brooks Hall. Of all the library departments it appears that only the Children's Department is able to adequately accommodate the book collection as well as the public service and staff offices. "Accommodation" is defined here to include these collections: reference materials, non-circulating items on open shelving, materials housed in staff-only areas on compact shelving, circulating items on shelving in public areas, items in storage in the staff only storage areas on other floors of the library, and items in "other" storage locations – Brooks Hall.

At the same time the public cannot find materials that the library holds. Many book trucks fill the aisles on the 3rd and 4th floors since there is insufficient capacity to shelve these books. The public cannot view the materials in the compact shelving or Brooks Hall. The library needs a combination of more space for the collections and space that is open to the public so that the system of paging, delays and dependence on heavy staffing is not expanded and users can browse the collection as they aspire to do.

Finding
If compact shelving remains in combination with increased efficiencies on some floors, the existing collection may be able to be accommodated. However, the effect on public services will be to continue long waits and public dissatisfaction, as well as continued breakdown of the overloaded compact shelving.

Recommendation #10

The library needs to adopt a comprehensive approach to increasing capacity, Incorporate unused floors for collections and public service, increase the density of use on public floors, move non public uses out of the library to release space for public services.

In the long run, it is the conclusion of the consultants that the library will need to seek solutions to its shortage of collection space outside of the existing building envelope if the collection continues to grow. At the same time, the library should assess its collection and shift it as follows:

- **public collections located in open shelving on all floors with an emphasis on popular materials on the 1st and 2nd floors;**
- **protected materials located on the lower level in compact shelving and paged from service desks utilizing roving pages with electronic pagers;**
- **archival and special collections located in Brooks Hall with independent public access and dedicated staff.**

Departments and services which function in support of the library system as a whole can be relocated to a System Wide Support Center. Several of these functions require excellent delivery and vehicular access. The Departments which the consultants recommend be considered for off site accommodation include Delivery Services, Technical Services, Automation Services, Personnel, Finance, the Friends and Foundation, Administration (except for the Director, Head of Main, Public Affairs Director, who should remain at the Main Library along with the Head of the Friends and Foundation).

Ideally the Support Center would be located adjacent to a branch library. Many branch sites are constricted and in busy neighborhood commercial districts with limited expansion and delivery capacity. The library intends to build a branch in the developing new neighborhood, Mission Bay. The Support Center could be combined with a branch there when it is built. If Mission Bay is not logical, other leased space nearer the Main Library with good vehicular access should be considered. Since the functions are primarily staff functions, the building needs to be able to provide quality office space, good public transportation access, parking and delivery, and security.

Staff Response – Increase capacity

The concept of the Support Center was certainly a viable suggestion when the POE was issued in January 2000. Since that time, several factors are impacting this recommendation. Bond funds, primarily designed for branch library construction and renovation, were approved by the voters, including $10 million for Brooks Hall. The availability of these funds makes the renovation of Brooks Hall a real possibility. It is anticipated that the Friends and Foundation of the San Francisco Public Library, a support group that has been occupying space in the Main Library since it opened in 1996, will be vacating their space (approximately 3,000 square feet of office space) no later than June 30, 2004, thereby freeing up much-needed office space in the Main Library in the short-term future. Real estate prices are sky-rocketing in San Francisco; and, in determining possible costs for branch library sites, which are much smaller than the site needed for the Support Center, costs for the creation of a new Support Center appeared to be prohibitive (at least $15 million). With the potential renovation of Brooks Hall and space being freed up in the Main, it is anticipated that the Main Library, in coordination with Brooks Hall space, can house public functions and support functions for many years to come. Remote or off-site storage of very infrequently used materials will need to be researched as archival collections grow over the years.

We will be assessing the collection and shifting as many popular materials as possible onto the 1st floor. Although we hope to move most materials needing protection into Main compact shelving on the lower level, some may remain in Brooks compact shelving or within the Archives/documents space in Brooks (see Recommendation #12). The emphasis will be on expedited access for our most requested materials.

Finding

The public expresses a strong desire for increased on line information terminals; and this area of development is mandatory for a large city library.

Recommendation #11

Utilizing cellular floor locations as shown in the appendix in Volume 2, increase the number of tables and carrels with on line access. The diagrams in this report suggest that a number of such tables could be located around the atrium in full view of service desks and for users to see if there is an available table as they walk up the grand stairs. *(3rd, 4th and 5th floor diagrams)*

Staff Response - Increase number of tables and carrels with online access

We are focusing on the remodel of Floor 1 and then will consider upper floors and rearrangement of furniture. We will definitely consider this recommendation, once we determine if we can truly take advantage of total floor area as the POE suggests. Although we do not consider study space insufficient at this point, we will reconsider when we begin the redesign of the upper floors.

Finding

The library is already relying on Brooks Hall to accommodate materials that belong in the public collection or in storage areas that located on the lower level of the library which would improve the efficiency of the paging staff. Retrieval of these materials is expensive in terms of staff costs and causes lengthy wait times for users when materials are retrieved form Brooks Hall. Main Library storerooms are at capacity with room only for Government Documents and archival materials.

Recommendation #12

Shift collections to locate the City Archive, other archival materials and older government documents in Brooks Hall in order to release storage for less used materials from the collection which the library does not want on open shelving. Develop a back government documents and archival center in Brooks Hall with independent access and staff.

Staff Response - Shift archival materials to Brooks Hall

We are working on accommodating some of this proposal into our Brooks Hall plans. Much will depend on the Library's space allocation in Brooks Hall. We are planning with SF History and Government Documents how to combine and provide access local documents. Although we hope to have independent access into Brooks, we are working on designs that would require as little additional staff as possible. We will continue to have a Documents center in Main, although we would shift older and less accessed materials to Brooks or to another remote storage facility.

4 Library Staff Operations Issues

Finding

Return slots and book drop receiving areas have a variety of problems. Conveyor systems intended to protect materials from impact seem to break down regularly. Return chutes and conveyors damage material and staff by-pass the system to protect materials. For instance, plastic cases used for audio visual materials shatter when they are dropped into the book return chute. Since approximately one-third percent of the circulation is audiovisual material, this is a major problem. Books are also damaged since they drop about two feet from the return chute to the belt. Paperbacks also suffer damage and are torn apart. There is not enough workspace behind the return desk. Because discharges and returns are separate drops staff efficiency is not optimized. Users typically wait a minimum of 5 minutes at return and discharge.

Finding

Moving materials from one part of the building to another also causes problems. The staff has noted that the carpeted areas make moving the loaded book trucks very difficult, especially for smaller staff members

Finding

In the sorting areas all returned materials except for those destined for the first floor go to the basement sorting room. The library has recently speeded work in the sorting room. This has lessened delays in returning material to the shelves, but the library faces the additional problem of insufficient shelf space, so materials are left on book carts, out of sequence and cluttering up floors. Consultants noted as many as 20 to 30 book carts holding materials on the third floor alone.

Recommendation #13

Improve the rate of returning materials to shelving by locating sorting immediately adjacent the return desk. Renovate or replace book drops. *(1st Floor Diagram)*

Staff Response - Relocate sorting and book drops

The 1st Floor Task force is looking at a redesign of the entire Borrower Services operation. We will definitely be recommending different book drops for the public to return materials, as well as finding ways to cut down on multiple steps in materials handling. The sorting function may be relocated adjacent to the return desk, or may stay downstairs, but with a renovated book conveyor system. A major problem with moving the sorting function to the 1st floor is access to the staff elevators; the hallway is narrow and hard to negotiate with book trucks. We hope to be able to integrate branch returns and deliveries with the Sorting Room.

Finding

The loading dock is dysfunctional in several respects. Large trucks hit the ceiling and ducts. No lift was provided, and as a result, material with lower tailgates requires off loading onto dollies, with material then hand trucked up the disabled access ramp to the receiving area. The ramp is too tight for many materials, so they are manually lifted onto the dock.

Recommendation #14

Renovate the loading dock to incorporate a mechanical lift that will allow trucks of any height to be directly off loaded onto an adjustable platform which raises to the height of the existing dock. Many warehouse suppliers make this type of equipment. A structural engineer will be required to design the structure for the lift, because the slab at the dock has a seismic joint with the base isolation pit below. The problem might be handled as a design build contact with review by the city's engineering staff. *(lower level diagram*)

Staff Response – Redesign loading dock

Philip Sowers, BOA, is currently working with the Library to identify the best type of lift that will be used by a wide variety of trucks that deliver to the Main Library. Mr. Sowers has prepared preliminary cost estimates. The Library has made site visits to review various applications of lifts. A funding request for the appropriate lift(s) will be included in the first bond supplemental.

Finding

Staff functions are disrupted because of glare. Automatic window shades in staff areas do not operate appropriately to screen glare; some windows do not have shades where they are needed.

Recommendation #15

The automatic shade system is under an extended warranty. It was apparently installed so that library facilities staff could reprogram it as required for different conditions. The manufacturer can assist offsite, essentially, providing tech support for re-programming the system computer. Because of facility staff changes in the library as well as at the manufacturer, this approach is not working. The only solution seems to be to reestablish the support link before the warranty period expires and retrain staff in the library as well. If staff time is not available, a system support consultant will need to be found. There are reported sensor problems on the roof as well. The manufacturer's representative disagrees with this but is willing to come on site to evaluate.

The system is obviously very complicated and facilities staff would prefer to have manually operated shades installed in all new locations. Shade problems seem to be primarily related to computer screens in staff areas, not to the temperature of

the space. The consultants suggest that relocation of works stations and computer devices be investigated prior to installing another shade system. The objective would be to solve problems for those who are directly affected; the problem may not exist for an entire department. Public areas should remain without shades.
(No diagram)

Staff Response – Shade system operation

Library staff has met with the manufacturer/installer of the shade system. The manufacturer has recommended that the sensors located on the roof be relocated to avoid misreading of shadows as the sun sets below the western linear atrium roof line.

Telcom connections have been reestablished with Mecco shade support staff in New York. They are tracking operation of the shade system and will offer adjustments to the system when they have completed their analysis. Some shades have been placed in the down position and taken off the system at the request of staff to help eliminate glare at computer screens.

If the adjustments do not meet the needs of staff, individual controls may be recommended. Adding manually operated shades in some areas may also be recommended.

Finding

Library staff has a number of issues including ventilation of staff restrooms, ventilation of other staff areas, size of work stations, ergonomics. Many of these issues are too detailed to be addressed given the comprehensive perspective of the POE Study, but they are very important.

Recommendation #16

Use the spread sheets in Volume 2 or a similar tool to list all facilities concerns. Budget a solution to the problem. Staff needs to be involved in working out resolutions to facility problems, however the action plan needs to be developed by the facility manager, a space planner, or architect who is familiar with library operations.

Staff Response – Resolving facility issues

Chief of Main and Operations & Maintenance are working closely with Philip Sower, BOA, to continue to identify and budget for corrections of variety of issues. Many issues have already been corrected by library maintenance staff or through *work orders completed by DPW, Bureau of Building Repair. Staff is providing the Commission with project status reports on a bi-monthly basis.*

5 Facility Staff Operations

Finding

Even if deficiencies did not exist, the Main Library building requires constant attention. It is a sophisticated building to operate and the quality of materials, the equipment that heats, cools, ventilates and powers the building, the furnishings all need a plan for maintenance and replacement. The current facilities staff probably does not have the complete range of skills or the time to develop a facility management plan for a building that was designed as a major contemporary civic showplace. The facility team currently relies on DPW for expertise in many areas particularly if design and construction services are needs.

Recommendation #17

Library facility managers need the authority, the skills and the budget to plan and maintain the facility to serve the interests of the library independently of other city departments. Even if none of the POE recommendations are implemented, over the life of the building change will be required. Many libraries are allowed to deteriorate until crisis occurs. This approach is not possible in a sophisticated operation, where many of the functions are linked. In order to plan facility changes, equipment replacement and system upgrades, the library should strongly consider having a contract with an independent facility/construction manager who is on call to assist with budgeting, construction cost planning, project phasing, and equipment replacement. Once a project is planned, budgeted, and funds secured, the construction manager can liase with appropriate city agencies to implement projects as is required by the city charter. If private funds are used, the library may be able to implement projects through the construction manger.

The library should also have maintenance contracts with specialized equipment companies for the HVAC, electrical, systems controls and telecommunications plant to assist core staff with diagnostics and repair. Facilities staff reports that planned redundancies in the HVAC system were eliminated through value engineering which means that equipment is probably serviced less frequently than is desirable.

That the facility will require major ongoing expense needs to be recognized, whether or not any of the renovation recommendations in the POE Report are implemented. A Master plan and budget was alluded to in the RFP but such a plan

exceeds the scope of the study. The plan still needs to be completed, however, and the library needs to budget for this effort to develop a schedule for maintenance and obsolesce. The library is a landmark civic structure, which requires stewardship of the highest order.

Staff Response – Facility Maintenance Plans

City departments routinely work order funds to the Department of Public Works for capital projects and maintenance repair issues. DPW can supply planning, design and construction management through it's various bureaus. We feel comfortable working with DPW to assist us with various project planning, design and implementation.

The Library has several maintenance contracts for building systems that are funded through the budget process. Contacts include a variety of equipment such as: automatic doors, elevators, HVAC system, rolling gates, fire-life safety systems, Building management systems, security systems, electrical distribution, open and closed water systems, emergency power systems, maintenance management systems, conveyor control systems.

Routine preventive and corrective maintenance is coordinated by in house staff via the library's building maintenance system and is scheduled on a regular basis. It would be beneficial to have an after-hours maintenance staff to do a variety of projects that are difficult or impossible to accomplish during normal work hours such as maintenance of air handling equipment, filter changes, interior window washing and dusting of high areas requiring scaffolds/man-lifts, area carpet cleaning, electrical distribution systems, or light fixture maintenance.

There should also be a budget contingency to address various repairs that are not anticipated. Such repairs could be necessitated by vandalism, major equipment or system failures or accidents. This contingency would only be used on an as-needed basis.

Finding

Public toilets are a major area of dissatisfaction for users and the facilities staff. It appears that the 1st floor toilets are overused and misused, as is common in large urban libraries. Toilets on other floors are not used, either because they have been closed for security reasons, as is the case of single toilets on upper floors, or they are out of the way, as in the case of the toilets on the lower level.

Recommendation #18

All toilets in the building conform to plumbing codes; allocating funds to solve this problem is a public service decision. The maintenance staff requests that the 1st floor toilets need to be redesigned and expanded, which can happen if Technical Services is relocated. Their objective is to be able to clean during the day when there is a problem without having to close restrooms. This objective requires expansion to develop compartmentalized sets of restrooms on the first floor. Costs have been provided for this work for the library's consideration.

The consultants recommend that before this step is taken, a good effort at redirecting users to lower level restrooms when cleaning occurs be tried. Staff also notes that plumbing is regularly clogged. They would like fixtures and plumbing to meet the standards of high security institutions. These suggestions are practical if all plumbing is replaced, but not achievable otherwise.

As an adjunct measure, it is recommended that maintenance staff be increased as necessary to clean restrooms at regularly scheduled intervals during the day with notification to users as to the time they will be closed. Alternatively, maintenance staff could be located in restrooms performing cleaning functions throughout the day. The provision of additional staff requires a cost benefit analysis as to whether renovation or different staffing patterns are a more effective resolution of this important problem. (1st floor diagram)

Staff Response – Public Restrooms

Public restrooms on the main level are closed for cleaning at regular intervals. Signs are posted directing patrons to other restrooms and signs are posted to inform patrons when 1st floor restrooms will be reopened (usually less than 30 minutes.)

A long-range solution should be considered when the 1st floor is reconfigured to accommodate expanded public service. Ideally, it would be beneficial to have the ability to close off one section of a restroom at a time to allow the custodian to do a thorough cleaning of one area and allow surfaces to dry before moving on to the next area.

Finding

The stainless steel exit system door between the lower floor and the atrium is unused because it is too heavy to slide without a motorized assist. Without this door in operation, the library's emergency exiting system is breached and the library cannot be secured after hours if events are held on the lower level.

Recommendation #19

Install motorized assist as required for size and with of door and connect to control system. ***(1st Floor diagram)***

Staff Response – Exit System Door

The Library has a cost estimate for this work and is included in Mr Sowers' scope of work.

There were several specific recommendations regarding audio-visual systems and equipment that we are addressing as ongoing issues and incorporating in POE modifications.

2